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ABSTRACT

Schools that are planning to renovate, redesign, or construct a media center face many challenges. To help in these efforts, this booklet offers suggestions for planning and executing a media center project. It includes tools and resources that school personnel will need before mounting such a major project. Guidelines provided by the Library Media Program Advisory Committee are provided, featuring suggestions for basic tenets of design, location, functional considerations, library media center spaces, design considerations, communication systems, distance learning classrooms, and computer laboratories. Because technology now comprises a large part of school media resources, ideas on how to approach this concern are also presented, including numerous tips on automating a library system. Further information on various aspects of design can be obtained from a listing of web sites, Internet discussion groups, reading materials, and visitation sites, several of which are listed here. Staff support is critical in this kind of project, therefore tips on marketing the media center are given. Diagrams of 25 media center floor plans are offered and indexed according to various features, such as their audio-visual storage, classroom space, computer workstations, offices, and other designated areas. (RJM)

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HELP! for Library Media Center Design, Construction and Renovation: A Guide for Consulting

Judy Hauser, M.I.L.S.
Library Consultant

Oakland Schools Library
2100 Pontiac Lake Road
Waterford, Michigan 48328
Judy.Hauser@Oakland.k12.mi.us
(810) 858-1971

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The intermediate school district includes: 925 square miles, more than 500 schools, more than 200,000 students, and partnerships with our 28 school districts,100 nonpublic schools and four charter schools.

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Oakland County educators rely on us for many things, from professional development opportunities to producing materials for bulletin boards.

This is an excerpt from the pamphlet, "Chart Your Course to Quality Education with Oakland Schools." If you would like the complete pamphlet or more information on Oakland Schools please contact Marketing at: 810-858-2145. Also, please visit our World Wide Web site at: http://www.oakland.k12.mi.us for more information on Oakland Schools services.

The Author

Judy Hauser is a Library Consultant for Oakland Schools Library Services. She has worked at Oakland Schools for twelve years, first on a computer literacy project and then in the Library. Judy consults and conducts workshops for educators, especially library media specialists, on topics concerning libraries and the Internet and World Wide Web.

Judy earned her M.I.L.S. from the University of Michigan School of Information and Library Studies, her M.A. in anthropology from Western Michigan University and her B.A. in anthropology from Oakland University.

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Linda McNeill
Walled Lake Central High School
Walled Lake, Michigan

Ken Garland
LION Webmaster
School district of Philadelphia,
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Sue Davidsen
Manager of Collections & Systems
The Michigan Electronic Library
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Novi, Michigan

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Oakland Schools

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INTRODUCTION

Whether you are planning to renovate or redesign an existing media center or start from scratch with construction - you are probably feeling overwhelmed. There is so much to plan before any projects and trying to remember every possible facet is intimidating. However, there are many resources to help you plan for changes in your facility and these come in the human, paper and cyber variety.

To help you out with your project - this notebook includes tools and resources you will want to consider before you begin. If nothing else, remember this sage piece of advice: You can't have too many electrical outlets. However, it takes more than electrical outlets to design a media center so this notebook has some suggested reading materials, URLs so that you can check out some web sites, suggested schools to visit, guidelines, and floor plans.

Some basic procedures to follow before beginning any media center design, renovation or construction are:

- **Plan** for all possible space needs in the media center (technology, labs, reading areas, furniture, meeting rooms, processing areas, classrooms, shelving...)
- **Consider** spatial relationships (do offices have a clear view of the media center, etc.)
- **Visit** state-of-the-art schools which have been through renovation
- **Talk** to media specialists who have helped plan for new construction
- **Look** at floor plans to gather ideas for the best utilization of space
- **Read** some materials on this subject
- **Ask** for more than you think you will need whether it's electrical outlets or workstations
- **Attend** the exhibits area when you go to a library conference
- **Participate** in an email discussion group (like LM_NET) where you can ask questions
- **Recruit** interested and supportive staff members to be on your project committee
- **Market** the media center so that staff and the school board will be supportive
- **Comply** with the Americans with Disabilities Act and other federal regulations

The following chapters will offer some resources for you to use when planning for your media center renovation, design or construction.

LMPAC GUIDELINES

STANDARDS AND CONSIDERATIONS FOR LIBRARY MEDIA CENTERS

LMPAC stands for the Library Media Program Advisory Committee which was comprised of media specialists, intermediate school district consultants and school board members. This committee met, with representatives from the Michigan Department of Education, to examine the application of current and emerging technologies in the library media setting and made recommendations for improvement. LMPAC was disbanded in 1996. The following is an excerpt from the LMPAC publication, *"Standards and Considerations for Library Media Centers."*

LIBRARY MEDIA CENTER FACILITIES

The physical design of the library media center is a major factor in the efficient and effective use of the center's resources by students and teachers.

Educational institutions, libraries and other user groups should adhere to a minimum set of standards for connectivity, networking and operational protocols.

Technology must be reviewed as a means to an end to create an environment that will maximize learning. The facility must be functional and aesthetically pleasing. It will be influenced by many factors, including:

- Philosophy/mission of the school
- Philosophy/mission of the library media program and services
- Content and extent of the instructional program
- Quality and quantity of materials and equipment
- Access and security for media and technology

For quantifiable measurements, please refer to the publication entitled, *"Information Power: Guidelines for School Library Media Programs,"* published by the American Library Association.

BASIC TENETS GUIDING LIBRARY MEDIA CENTER DESIGN:

- School Library Media Specialist is a curricular leader
- Library Media Center (LMC) is multi-disciplinary
- LMC must be networked
- A variety of furniture appropriate to function is needed
- LMC is automated
- LMC is heart of the school

LIBRARY MEDIA CENTER LOCATION:

- centrally located, with easy access by all users
- inviting and interesting entry
- close proximity to:

1. classrooms;
2. study areas;
3. computer laboratory;
4. teacher workroom;
5. elevator;
6. interactive/distance learning classroom.

FUNCTIONAL CONSIDERATIONS:

- reading area
- class size, number of classes, teachers
- shelving for books and periodicals
- circulation
- independent study
- large group interaction
- small group study
- meetings
- housing materials
- processing
- accessing resources beyond the school
- acquisitions
- media production
- staff development resources

LIBRARY MEDIA CENTER SPACES:

- entrance
- circulation area
- reading room
- shelving of resources
- computer area
- technical processing
- media production
- equipment storage and maintenance
- interactive/distance learning classroom
- class instruction area
- teacher work area
- conference rooms
- offices
- technology control area
- video production
- copy machine area

DESIGN CONSIDERATIONS:

- appearance/aesthetics
- communication systems
- furnishings and equipment
- acoustical treatment
- electrical controls
- heating, ventiliation and air conditioning
- safety
- plumbing
- security
- consider quality and quantity of light
- central control of room lighting
- use dimmers where approriate
- low voltage switches

COMMUNICATION SYSTEMS:

- direct telephone lines
- voice, video and data delivery systems
- raceways and troughs for all manner of cables
- access via the Internet, information resources and electronic mail
- internal video distribution system
- provisions for expansion and revision of various communication systems

DISTANCE LEARNING CLASSROOM:

- head end for satellite downlink and distribution
- local area network/wide area network (LAN/WAN), voice, video, cable and data
- distance learning classroom/compatible with other interactive sites
- equipment specifications from educational partners

COMPUTER LABORATORIES - GENERAL CONSIDERATIONS:

- square feet per station
- natural and artificial lighting
- electrical wiring, surge protection, proper grounding
- ergonomics
- location
- low ambient light over computer work stations
- instructor work station
- screen facing away from outside windows
- window treatments and skylights must allow for room darkening
- remote control and dimming capability
- large screen/projection viewing
- dedicated line feeding computer stations
- two times the number of outlets and two times the amperage you THINK you need
- one switch to control all monitors plus a master to control everything in the lab
- keyed master switch
- outlets at station height and floor level
- maintain relative humdiity at 50%
- air climate control
- anti-static carpet

TECHNOLOGY

If you are dealing with a lot of new technology in your media center, there are some important considerations such as specifications, facilities, wiring, staffing, and training.

REMEMBER: Refer to *"Information Power"* and *"Guidelines for Library Media Center Resources in Michigan Schools,"* October, 1995.

Specifications, such as wiring, electrical outlets and indirect lighting, are to be considered when renovating an existing Media Center or constructing a new one.

Macs, IBMs, clones? The argument goes something like this: older students should be using PC machines because they will need to know how to use them when they join the work force. Macs are more user-friendly, so consider this platform with younger students who are working on keyboarding and educational games. You, most likely, won't go wrong with either choice. Students learning how to use computers comfortably for research and fun is your goal. You will, probably, agonize over the decision if you are unsure. Ask for input from fellow staff members, colleagues and vendors. The important factor is to get students comfortable with technology and able to use keyboards, software and the Internet.

Wires and cables will, hopefully, be installed by network experts; however, you may have roadblocks with old buildings (i.e., asbestos).

Your automated online library system will, most likely, be installed by the vendor. You and/or the person designated as the System Administrator will probably assist in some of the installation or, at least, with placement of hardware and peripherals. Remember that servers, CPUs (central processing unit), UPSs (uninterruptable power sources) and printers require space and ventilation. You may even require a head-end room especially for servers and Integrated Communication Systems with their banks of VCRs (video cassette recorders).

Automated library systems are numerous. Check to see what is already being used in your school district. A common practice is to network the secondary schools with an online system and to allow software packages for circulation, etc., in elementary schools. This seems to be acceptable practice in many districts because, the theory is, the secondary students wouldn't need to know of and borrow elementary materials and vice versa. However, think about it before following this plan. If you have the money to network the schools, why not include all schools for other kinds of resource sharing besides books? You should also consider Internet wiring of all schools because the resources on the Internet are endless for all grade levels.

Staffing is a big concern in Media Centers. For Media Center job descriptions check the LMPAC Guidelines. Often, even with new technology, it is assumed that the responsibility for the technology can just be added to the other duties of the Library Media Specialist. This is not always possible. If you are lucky enough to have staff, be sure that they receive training on all aspects of technology usage. Some areas to consider include: troubleshooting, printer problems, circulation, basic cataloging (at least enough to help you out), public access, Internet: URLs and search engines, report creation and a basic knowledge of the equipment and software.

Training of staff will mean that they will have to be out of the building or Media Center at times. Depending on which automated system you purchase - the vendor may provide training as part of the overall cost, with advanced classes costing extra. Check out pages 14-16, "Automated Library Systems: Consider This" for some features to look for when choosing a system.

Look for technology classes and information offered at your ISD/REMC, the Library of Michigan, the MAME Conference and chapter meetings, the Michigan Library Association, and the Michigan Library Consortium. If you don't receive pamphlets from these organizations, you should subscribe to some listservs on the Internet. If you have an email address you should consider LM_NET (for library media specialists), Mich-Lib (for Michigan library personnel) and a newsgroup called k12.library. Also, check the World Wide Web for web sites for these organizations. Even if they don't have workshops posted on the Web, they should indicate an email address for a contact person.

It's difficult to tell you what brands of technology are the best. In fact, it's unwise because several brands are good: look at pros and cons, talk to other media specialists, read professional periodicals, ask colleagues in discussion groups via email, attend vendor shows or exhibit areas at conferences, network, network, network! You really can't go wrong - well, you can, but anything can be fixed in time.

The following associations are good contacts for conferences and workshops:

THE MICHIGAN ASSOCIATION FOR MEDIA IN EDUCATION (MAME)
Burton H. Brooks, Executive Director
6810 S. Cedar, Suite 8
Lansing, MI 48911
517-699-1717 (W); 517-694-9303 (F)
http://pip.ehhs.cmich.edu/org/mame.html

THE MICHIGAN LIBRARY ASSOCIATION (MLA)
6801 S. Cedar, Suite 6
Lansing, MI 48911
517-694-6615 (W); 517-694-4330 (F)
mla@mlc.lib.mi.us
http://www2.sils.umich.edu/~twigs/MLA/intro.html

THE MICHIGAN LIBRARY CONSORTIUM (MLC)
6810 S. Cedar, Suite 8
Lansing, MI 48911-6909
800-530-9019 (W); 517-694-9303 (F)
register@mlc.lib.mi.us
http://www.mlc.lib.mi.us/

THE LIBRARY OF MICHIGAN
717 W. Allegan
POB 30007
Lansing, MI 48900
517-373-1580
info@libofmich.lib.mi.us
http://www.libofmich.lib.mi.us/

WEB SITES

The World Wide Web has some good sites to visit if you are consulting on school library media center design, renovation or construction. Remember, information on the Web changes frequently and this includes URLs. Update your information when you find a good site by bookmarking it for fast retrieval. Also, periodically conduct searches using search engines so that you know what's new on the Web.

Check out these sites for some ideas and information on media center design and renovation:

Evan Terry Assocs. P.C. - Library Design
http://www.evanterry.com/library.html
This is not an endorsement of this firm, but this site offers some suggestions for library design consideration. Some specific libraries are discussed here.

Michael W. McKnight, Architect, Inc. - Major and Minor School Projects
http://www.bconnex.net/~mcknight/mschool1.html
This is not an endorsement of this firm, but you may want to visit this site. Links to profiles of major and minor school projects.

Peter Milbury's School Library & School Librarian Web Pages
http://wombat.cusd.chico.k12.ca.us/~pmilbury/lib.html
Although not specifically a library construction or renovation web site you can access links of K-12 school web sites for school profiles.

Aaron Cohen Associates (Library Building Consultants)
http://www.acohen.com/
This is not an endorsement for this firm but visiting the site can give you some ideas to compare and contrast library building consultants.

The Michigan Electronic Library
http://mel.lib.mi.us/libraries/LIBS-vendors.html
MEL is an excellent resource for Library Media Specialists and others. At this URL you will find links to vendor web sites.

LION - Library Related Vendors
http://www.libertynet.org/~lion/

AcqWeb's Alphabetic Directory of Publishers, Vendors and Related Links on the WWW
http://www.library.vanderbilt.edu/law/acqs/pub_alph/alph.html

INTERNET DISCUSSION GROUPS

There are several good listservs and mailing lists available for discussion of all things pertaining to library media centers. To subscribe to these groups: send an email message to the address listed; leave the subject field blank; in the message box, enter "subscribe" (no quotations) followed by the name of the list and your first name and last name (Example: subscribe LM_NET Joan Fielding). Some of these are:

LM_NET
A discussion group on school library media topics
listserv@unmvma.bitnet

Media-L
A group for people in media services who want to share information or ask questions about educational communication and technology issues.
listserv@bingvmb.cc.binghamton.edu

Stumpers-L
A discussion list primarily made up of reference librarians.
mailserv@crf.cuis.edu

LIBADMIN
A discussion of library administration and management issues.
listserv@listserv.net

A good newsgroup to go to for information is:

K12.library

TIP: A listserv is sometimes called a mailing list or a mailserv. They are the same: discussion groups using email. You subscribe to these groups, not with money, by sending a simple email message. Once you subscribe you will start receiving email in your personal emailbox.

A usenet is sometimes called a newsgroup or usenet news. They are discussion groups which act as bulletin boards on certain topics. You access them on the Internet and read them at your leisure. There is no subscription process and the messages do not come to your personal emailbox.

VISITATION SITES IN OAKLAND COUNTY

It's an excellent idea to visit schools, especially those with state-of-the-art media centers, to see what works. Check out media centers that have been recently constructed or renovated and talk to the staff to see what obstacles they came up against, solutions, ideas, and "if I had it to do over again I would..." situations. Floor plans and guidelines are extremely helpful but seeing the real thing is equally important.

Here are some school districts to contact to see some state-of-the-art, newly renovated or constructed media centers or media centers which are unique or highly technological: (Please be sure to call and make an appointment with media center staff for a visitation).

AVONDALE

Avondale High, 810-852-2850

Deerfield Elementary, 810-853-4100

BERKLEY

Angell Elementary, 810-544-5840

Avery Elementary, 810-544-5875

Burton Elementary, 810-544-5880

Pattengill Elementary, 810-435-5990

Rogers Elementary, 810-544-5870

BIRMINGHAM

Berkshire Middle , 810-203-4700

Derby Middle , 810-203-5000

BLOOMFIELD HILLS

Conant Elementary, 810-932-6050

Pine Lake Elementary, 810-932-6250

BRANDON

Brandon High , 810-627-4981

CLARENCEVILLE

Botsford Elementary, 810-473-8911

Grandview Elementary, 810-473-8913

Clarenceville Middle, 810-473-8915

Clarenceville Senior High, 810-473-8926

CLARKSTON

Contact Katherine Wlodarczyk, Clarkston High, 810-625-8047

CLAWSON

Contact Mary Gholz, Clawson Middle, 810-435-5525

FARMINGTON

Hillside Elementary, 810-489-3774

Power Middle , 810-489-3622

Farmington High, 810-489-3455

FERNDALE
Best Junior High, 810-547-0880

Coolidge Junior High, 810-547-1700

HAZEL PARK
Contact Loren Bloetscher, 810-542-3910

HOLLY
Davisburg Elementary, 810-634-4301

HURON VALLEY
Country Oaks, 810-684-8075

LAKE ORION
Orion Oaks Elementary (completed end of August, 1996) 810-693-9527

LAMPHERE
Hiller Elementary, 810-589-0406

Simonds Elementary, 810-547-5292

MADISON
Contact Lisa Fulcher, 810-548-1800

NOVI
Parkview Elementary, 810-449-1220

Novi Middle School, 810-449-1250

Novi High School, 810-449-1500

OAK PARK
Oak Park High School, 810-691-8412

OXFORD
Oxford High, 810-628-2546

PONTIAC
Contact Ernest Russell, 810-857-8116

ROCHESTER
Hampton Elementary, 810-853-9305

ROYAL OAK
Addams Jr. High, 810-288-3100

Keller Jr. High, 810-541-5225

Kimball High, 810-435-8500

SOUTH LYON
South Lyon High, 810-437-2031

SOUTHFIELD
Installation of Dynix Scholar in all schools by September, 1997

TROY
Barnard Elementary, 810-680-8950

Bemis Elementary, 810-643-7790

Hamilton Elementary, 810-641-7100

Wass Elementary, 810-879-7579

WALLED LAKE

Commerce Elementary, 810-363-3411

Decker Elementary, 810-960-8430

Dublin Elementary, 810-698-3800

Glengary Elementary, 810-960-8440

Hickory Woods, 810-960-8480

Keith Elementary, 810-363-7621

Loon Lake Elementary, 810-960-8410

Maple Elementary, 810-960-8420

Meadow Lake Elementary, 810-851-8517

Oakley Park Elementary, 810-960-8450

Pleasant Lake Elementary, 810-681-9950

Twin Beach Elementary, 810-363-4701

Walled Lake Elementary, 810-960-8460

Wixom Elementary, 810-960-8470

Clifford H. Smart Middle, 810-363-4197

Walled Lake Middle, 810-960-8550

Walled Lake Central High, 810-960-8600

Walled Lake Western High, 810-960-8500

Community High Alternative High, 810-960-8498

WATERFORD

Cooley Elementary, 810-673-0300

Donelson Hills Elementary, 810-682-9530

Haviland Elementary, 810-682-2620

Houghton Elementary, 810-666-8660

WEST BLOOMFIELD

Doherty Elementary, 810-539-2350

Ealy Elementary, 810-539-2300

Green Elementary, 810-738-3500

Gretchko Elementary (K-3), 810-738-3650

Roosevelt Elementary, 810-738-3450

Scotch Elementary, 810-738-3400

Abbott Middle, 810-738-3600

Orchard Lake Middle, 810-539-2400

West Bloomfield High, 810-539-2500

MARKETING YOUR MEDIA CENTER

Once you have your media center constructed, renovated or redesigned, you will want to think about marketing your services. There are thousands of good ideas out there, and you can find them by networking with other media specialists via Internet discussion groups (LM_NET for example), by attending MAME (The Michigan Association for Media in Education) meetings and conferences and reading journals like *School Library Media Activities Monthly*. The following is an outline of some ideas to get you started:

Marketing the Media Center

Cooperative planning with teachers

- •Invite groups of teachers to brown bag lunch in library
- •Learn what kids are studying and pull materials in preparation
- •Develop bibliographies on specific topics for teachers

Special weeks

- •Library journals
  - -*School Library Media Activities Monthly* $49/year
- •Author/subject of the week displays

Special months, holidays

Involve parent volunteers in creating displays and bulletin board themes

Events

- •*Upstart catalog* - bookmarks, etc.
- •Contests
  - -Ugly tie day
  - -Ugly sweater day
  - -Have principal, custodian, cafeteria staff... read in library
  - -Prepare for summer reading
  - -Read so many books by deadline and the principal will serve lunch...
  - -Trivia contests for kids--pick popular book series for questions
  - -Stickers, bookmarks...
  - -Draw your favorite book character (display in LMC)

Bulletin Boards

- •Oakland Schools Media Development Center
  - -Use Ellison dies, poster maker, etc.

Market library events over PA system, teacher's lounge/lunchroom

Resource: Elementary school media specialists may wish to purchase a copy of: ***"Elementary School Librarian's Survival Guide"*** by Barbara Farley Bannister and Janice B. Carlile, The Center for Applied Research in Education, 1993.

AUTOMATED LIBRARY SYSTEMS CONSIDER THIS...

The following are basic questions that you should consider asking when researching an automated library system. These are the basics - there may be more that you wish to ask.

SERVICE

There are several things you should check with a company before purchasing an automated library system whether it is online or software only. You may want to see if the company selling the product provides the following services and resources:

- **Security**. Does the system require passwords and I.D. numbers to access modules and make changes?
- **Technical support**. Does the company provide technical support and/or an 800 telephone number?
- **Maintenance**. Are maintenance contracts available for hardware?
- **Upgrades/new releases**. Will upgrades or new releases be received automatically?
- **Training**. Is training provided for staff after purchase of the product?
- **Documentation**. Is documentation provided with the product?
- **Modules**. Are additional modules available to add to the system at a later time?
- **Networking**. Does the system work through a standardized local area network?
- **User's group**. Does the company respond to user group input?
- **Newsletter**. Is there a newsletter available to system users?
- **Retrospective conversion**. Does the company include conversion service pricing in the package?

CATALOGING MODULE

Some of the capabilities to look for in a cataloging module are:

- **MARC records**. Am I able to pull up a MARC record form to fill in?
- **Bibliographic records**. Am I able to pull up a bibliographic record on the screen?

- **Holding records**. Am I able to pull up a holding record on the screen?
- **Authority control**. Is authority control built into the software?
- **Notes field**. Are notes fields available in the records?

CIRCULATION MODULE

Some of the capabilities to look for in a circulation module are:

- **Patron records**. Are patron records available?
- **Check out/check in**. Are check out and check in available and easy to go back and forth?
- **Renewals**. Can staff renew items for customers?
- **Waiving fines**. Can fines be waived?
- **Reports**. Are reports available?
- **Bar code scanning**. Can staff wand bar codes into the system?
- **Inventory**. Is an inventory option available in this module?
- **Overdue notices**. Can overdue notices be printed from the system?

PUBLIC ACCESS MODULE

Some of the capabilities to look for in a public access module are:

- **Menu Driven system**. Is the product menu-driven and user-friendly?
- **Holds/reserves**. Can a customer place a hold on a book through the system?
- **Copy availability.** Does the system indicate whether the item is checked in or out?
- **Print screen**. Can a customer print out a screen of information?
- **Bibliographies**. Can a customer design and print bibliographies?
- **Bulletin board**. Is there a system bulletin board available for the customer to access?
- **Boolean searching**. Can a customer search with "AND"/"OR"?
- **Keyword searching**. Can a customer search keywords?
- **Title searching**. Can a customer search by exact title?
- **Author searching**. Can a customer search by author's name?
- **Series searching**. Can a customer search by series name?

- **Call number searching**. Can a customer search by a call number (this is like looking at the items the way they are placed on a shelf)?
- **Subject searching**. Can a customer search by subject?
- **Truncated searching**. Can the customer truncate when searching?
- **Authority control/"See" and "See Also"**. Does the system include authority control?
- **Notes field**. Does the item record show the customer the subject headings, etc.?
- **Help screens**. Are help screens available on the system to assist the customer?

MODULES

You may want to ask if the company sells other modules that can be added on to your system at a later time. Modules available in different systems (some of which were mentioned previously) include:

- **OPAC** (online public access catalogs)
- **Cataloging**
- **Acquisitions**
- **Serials control**
- **Circulation**
- **Reserve book room**
- **AV materials**
- **Journal citation**

TIPS

Before purchasing any automated library system you should call companies for demos, visit sites to see the product in person, get testimonials and call vendors and ask questions. Decide what you want your system to do and consider all the possibilities mentioned above... and more.

FLOOR PLANS

If you are working with an existing media center, the floor plan, obviously, depends on what you have to work with. If you are constructing a media center, then you may have more of a "carte blanche" situation.

Some floor plan examples follow but also be sure to read ***"Planning the Library Media Center Facility for the 1990s and Beyond"*** which has several additional media center floor plans. Plus, always keep in mind:

- **Electrical outlets** - are there numerous outlets on all walls for current technology and future rearranging?
- **Cords and wires** - are they out of the way? Covered properly on floors?
- **Open areas** - is there a good view of the media center?
- **Offices** - are the staff offices in plain view of the media center? Can staff see the media center?
- **Processing area** - is there enough room to process materials?
- **Shelving** - is shelving low enough so as not to obstruct the staff view of the media center?
- **Furniture** - is there a "soft" reading area - one with comfortable chairs?
- **ADA** - is the media center configuration in compliance with the Americans with Disabilities Act?

When you look at the following floor plans, or any floor plans, look for technology areas, kinds of storage rooms, offices, processing areas, study areas for students and whether or not the staff has a clear point of vision to view the areas. Listed below are areas to look for in you design and the school floor plans to which you should refer.

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CONFERENCE ROOM/STAFF ROOM

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Socorro High School, TX..... p. 38

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PRODUCTION ROOM
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SOFT SEATING/INFORMAL READING AREA OR LOUNGE AREA

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TEACHER'S VIEWING ROOM/ TAPING ROOM

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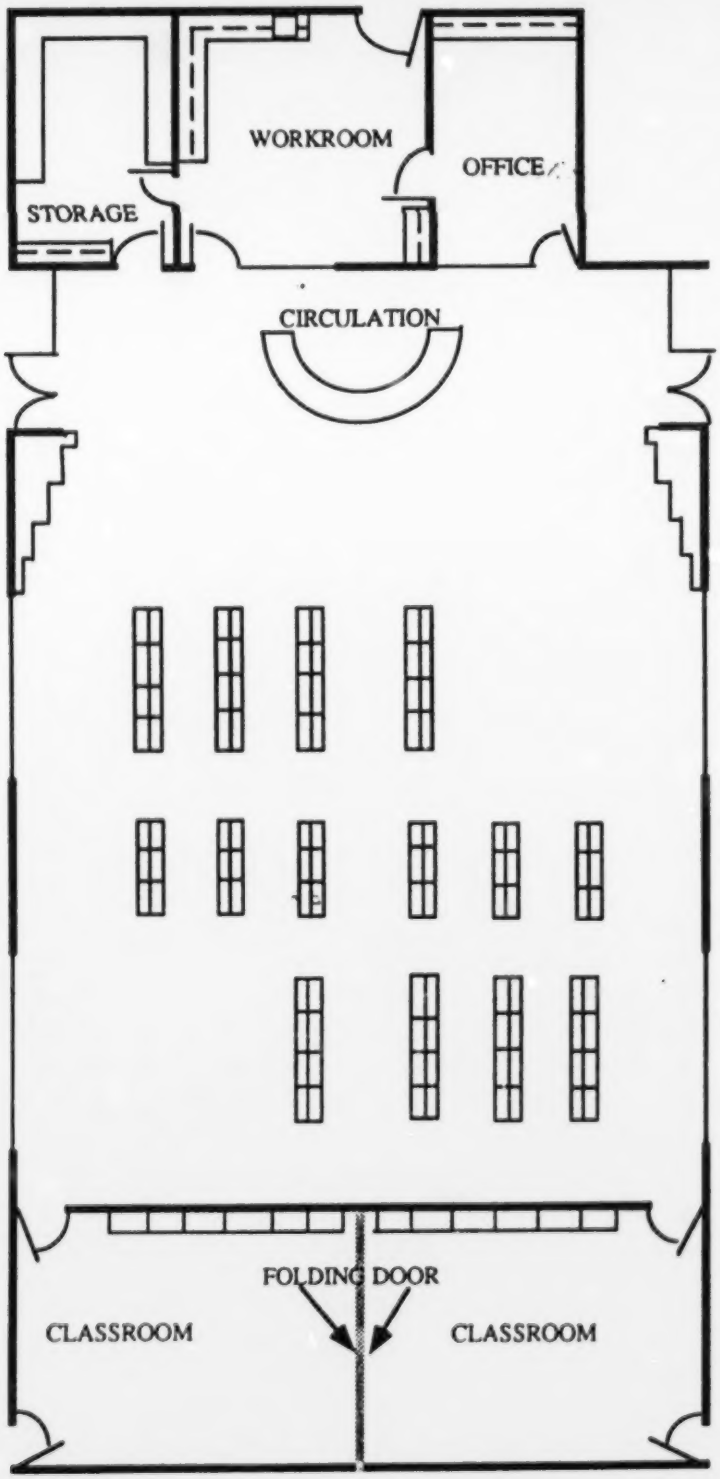
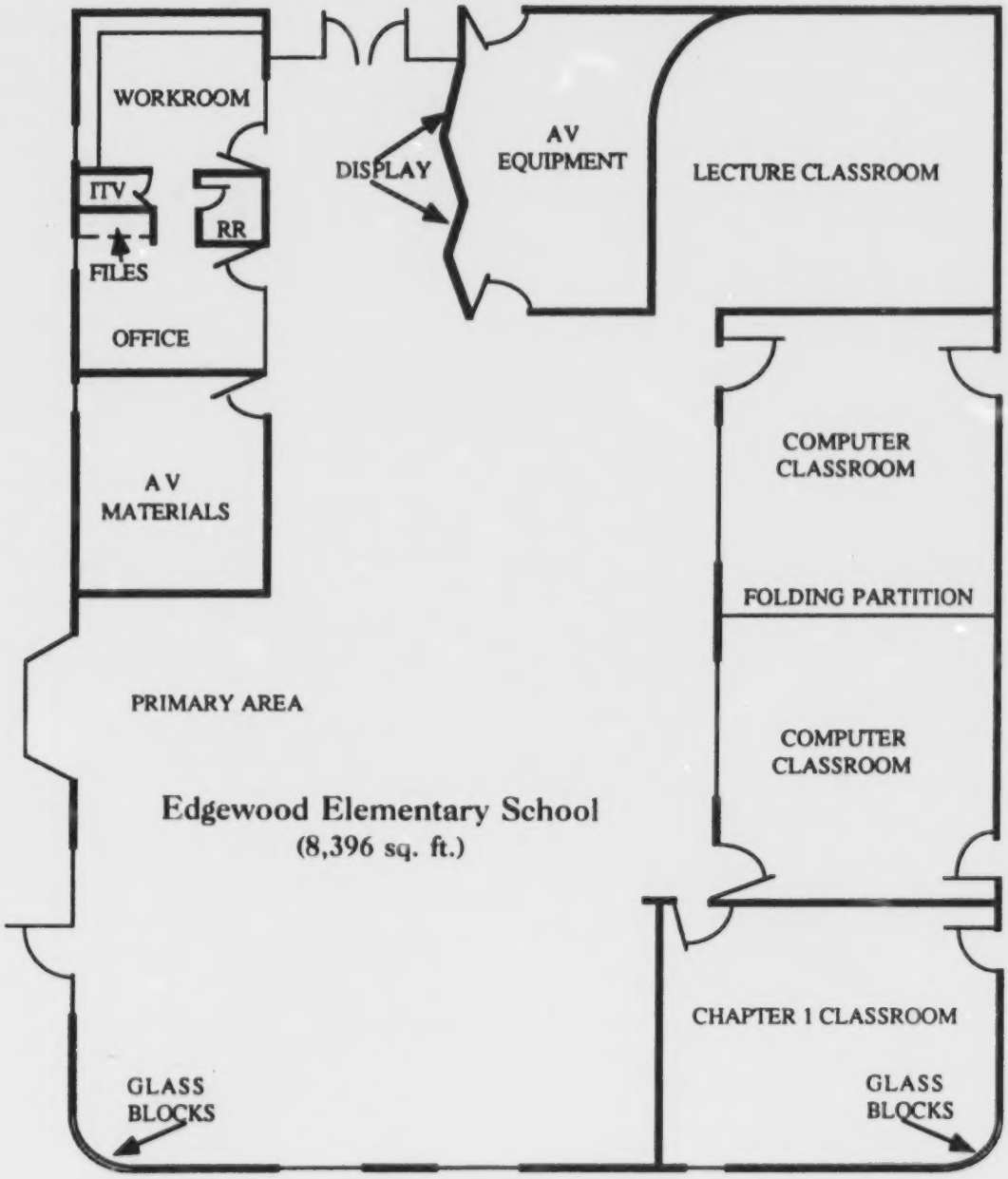
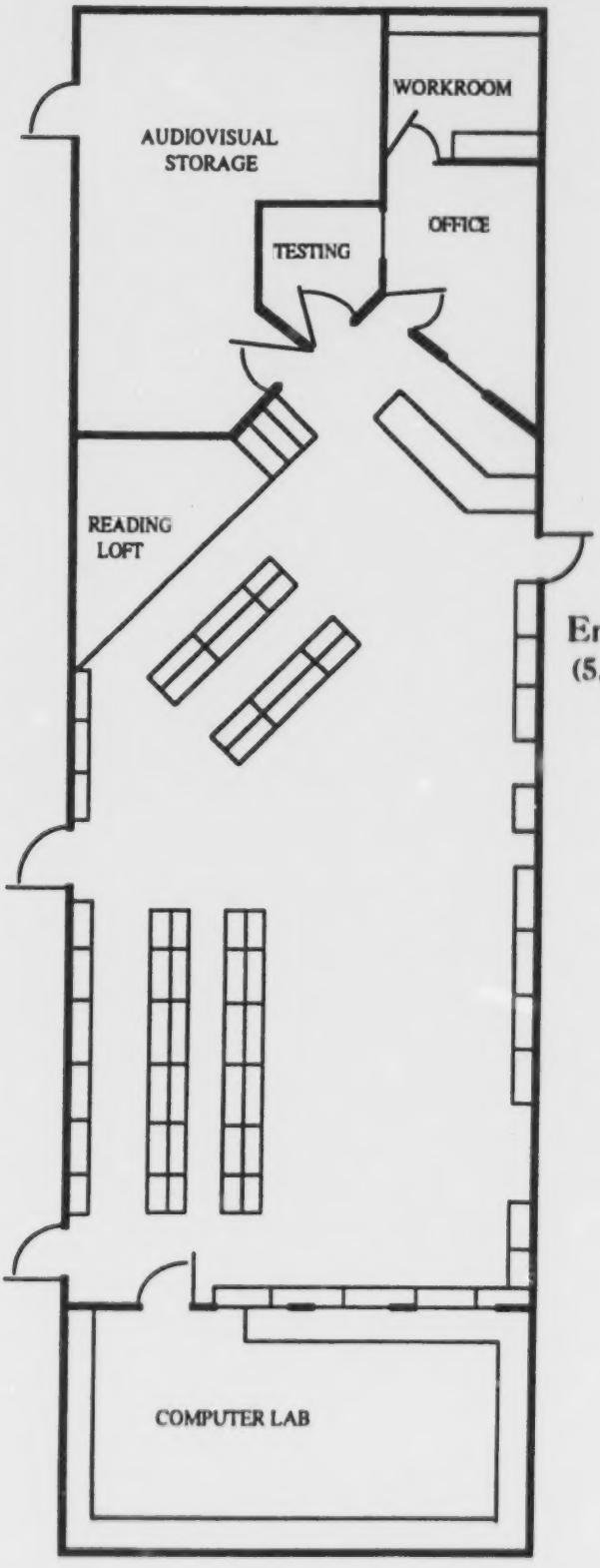
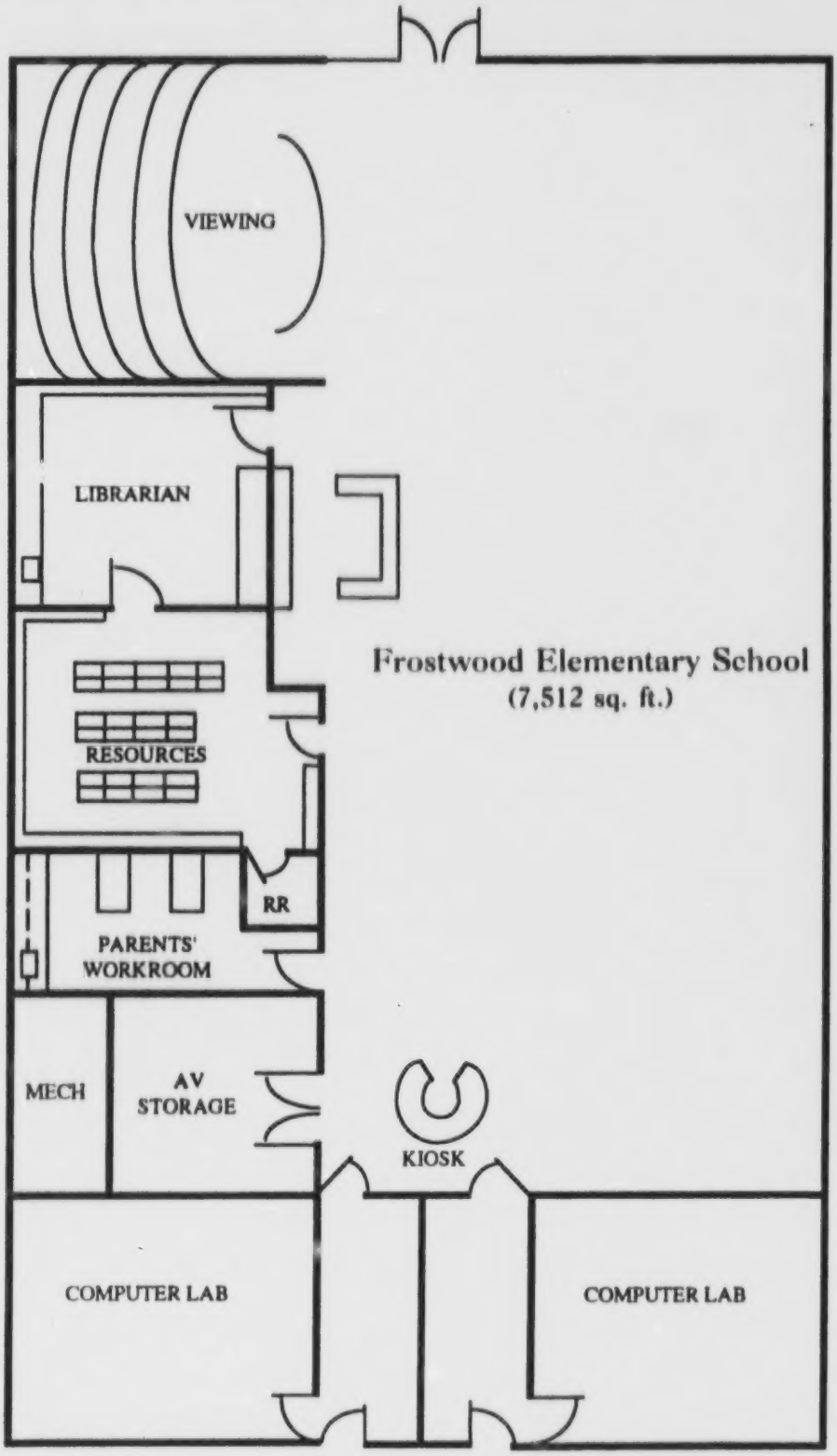
Collins Intermediate School
(5,070 sq. ft.)




WORKROOM
ITV
RR
FILES
OFFICE
DISPLAY
AV
EQUIPMENT
LECTURE CLASSROOM
COMPUTER
CLASSROOM
FOLDING PARTITION
AV
MATERIALS
PRIMARY AREA
COMPUTER
CLASSROOM
Edgewood Elementary School
(8,396 sq. ft.)
CHAPTER 1 CLASSROOM
GLASS
BLOCKS
GLASS
BLOCKS

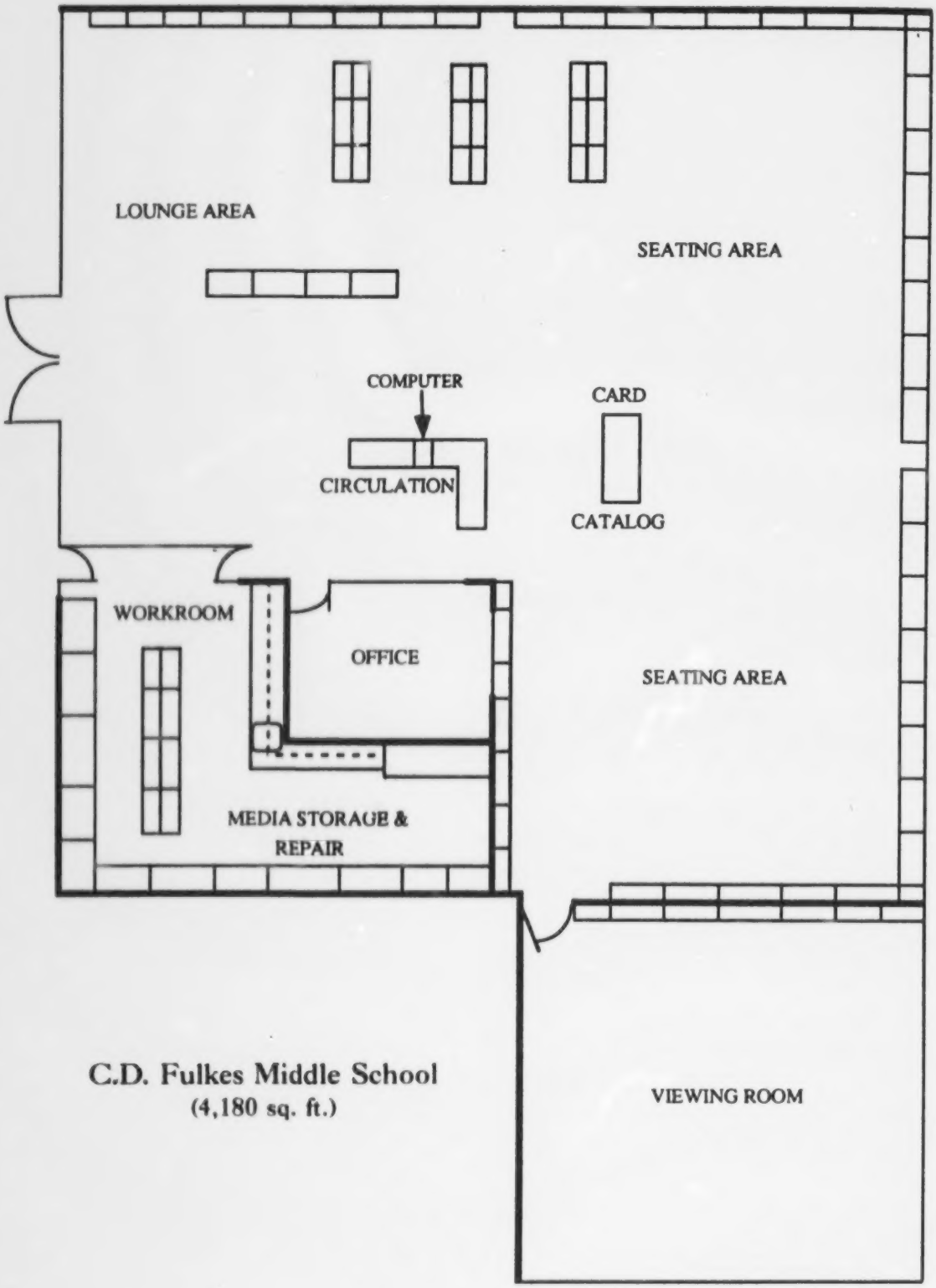


Emile Elementary School
(5,300 sq. ft., approximately)

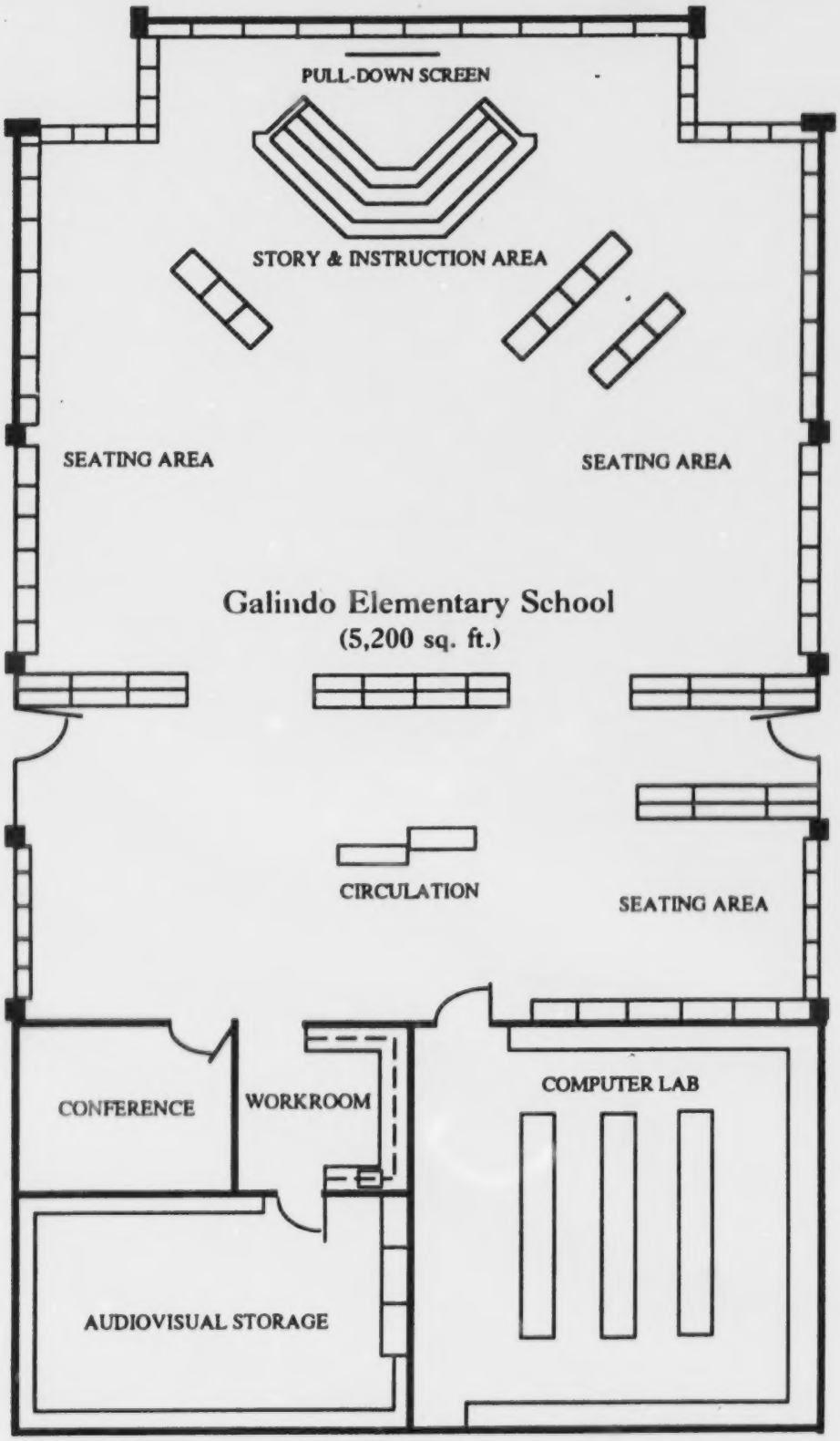


Frostwood Elementary School
(7,512 sq. ft.)

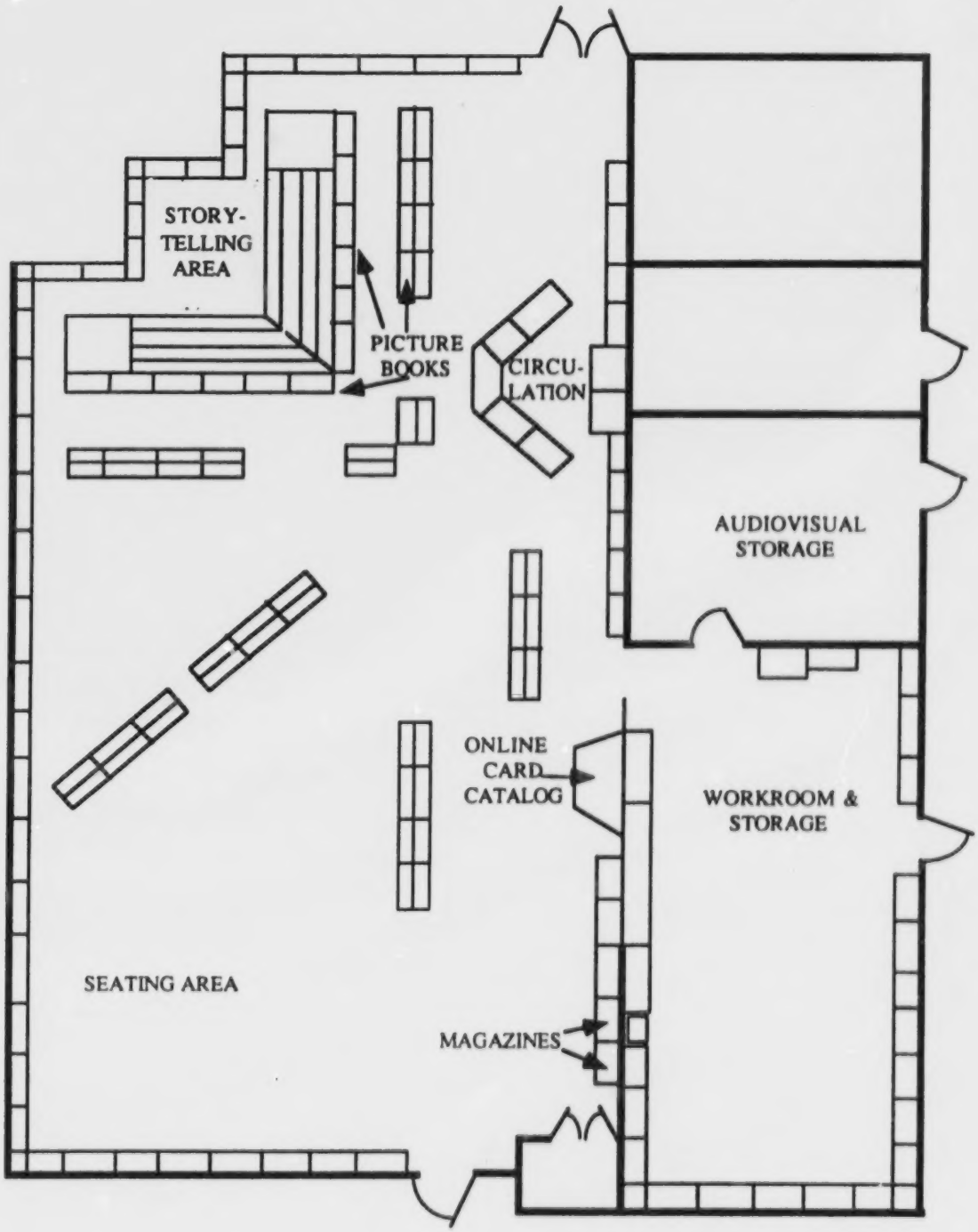
29



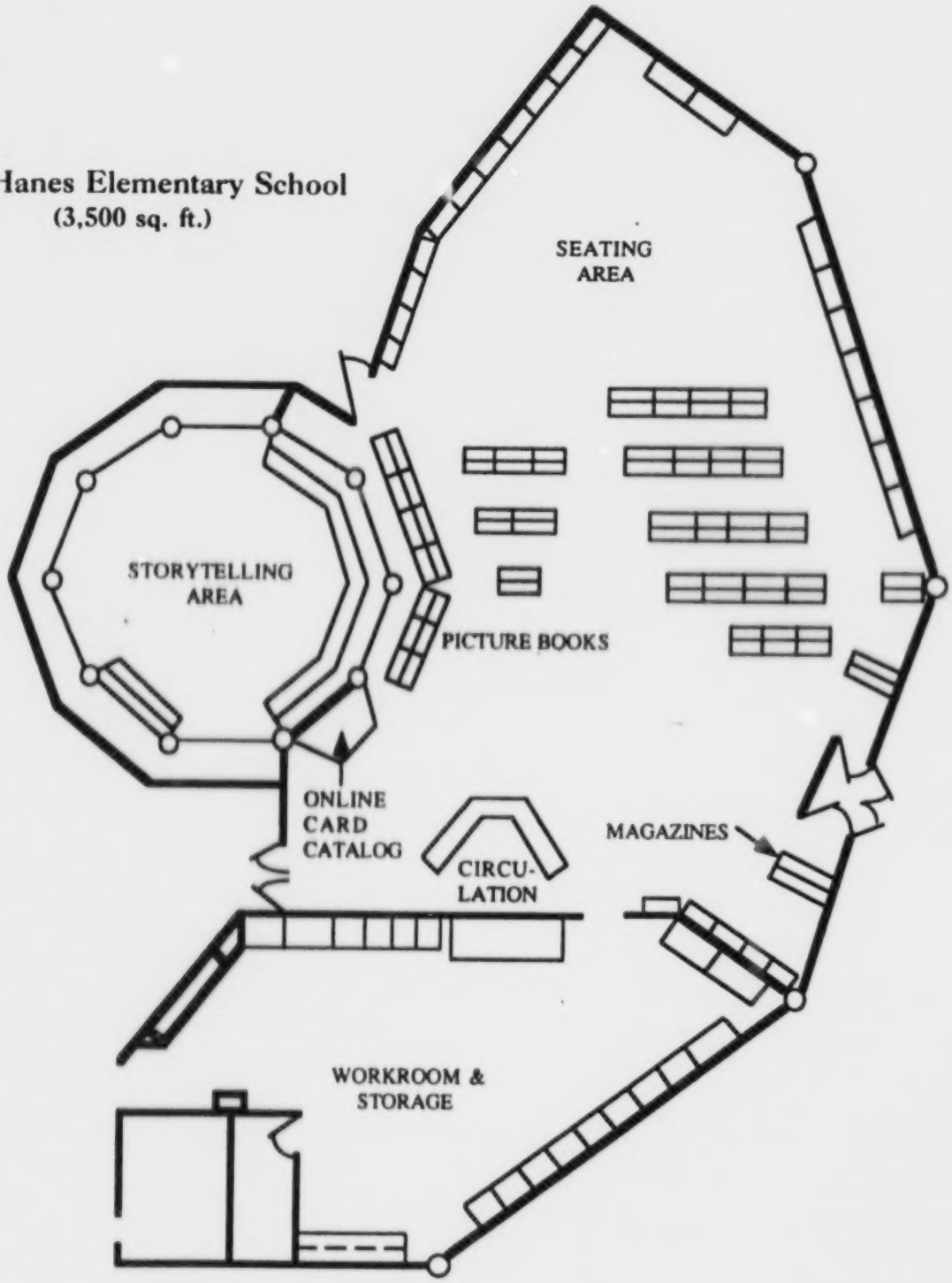
C.D. Fulkes Middle School
(4,180 sq. ft.)

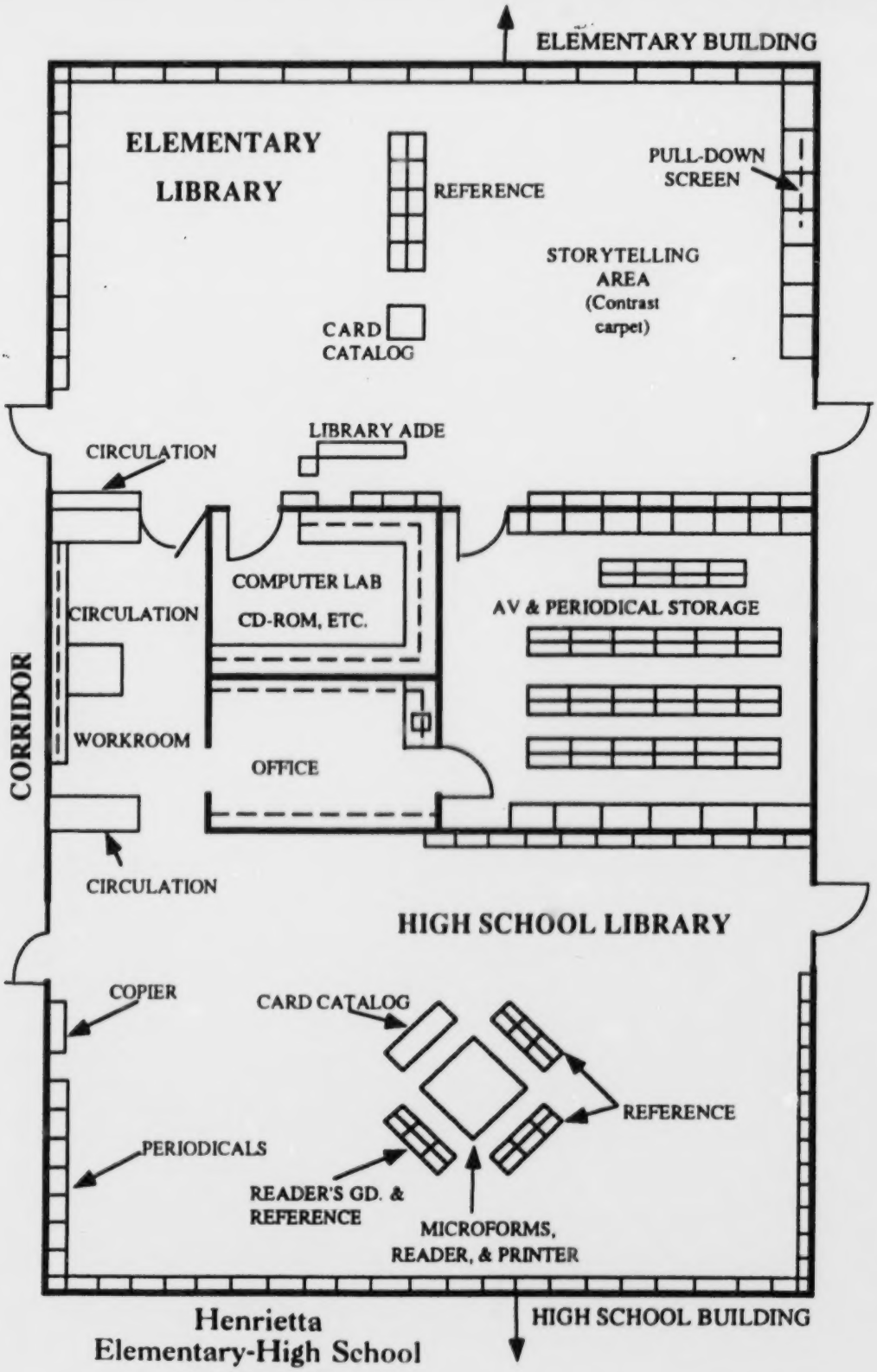

PULL-DOWN SCREEN
STORY & INSTRUCTION AREA
SEATING AREA
SEATING AREA
Galindo Elementary School
(5,200 sq. ft.)
CIRCULATION
SEATING AREA
CONFERENCE
WORKROOM
COMPUTER LAB
AUDIOVISUAL STORAGE

John R. Good Elementary School
(2,900 sq. ft.)



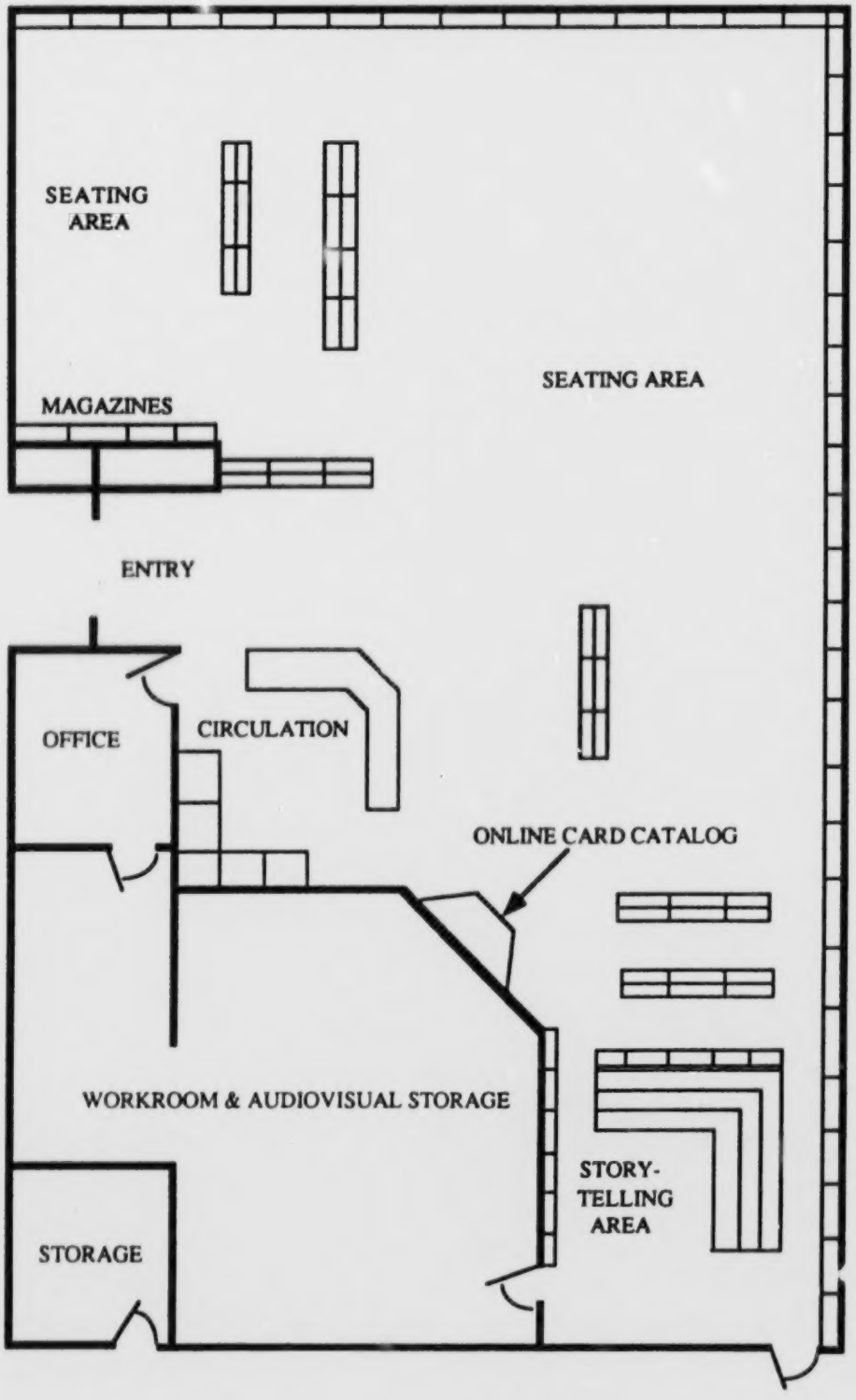
W.T. Hanes Elementary School
(3,500 sq. ft.)

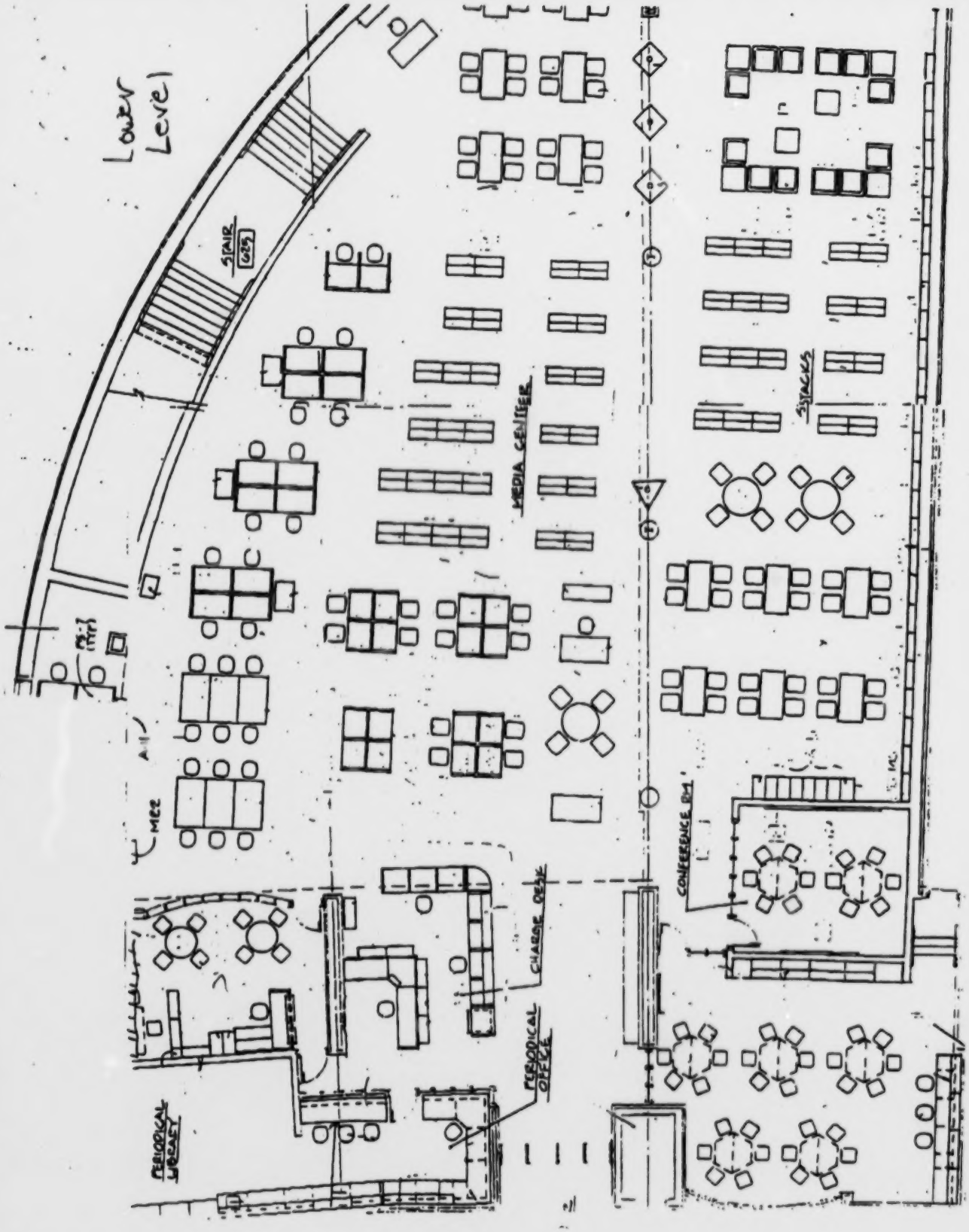




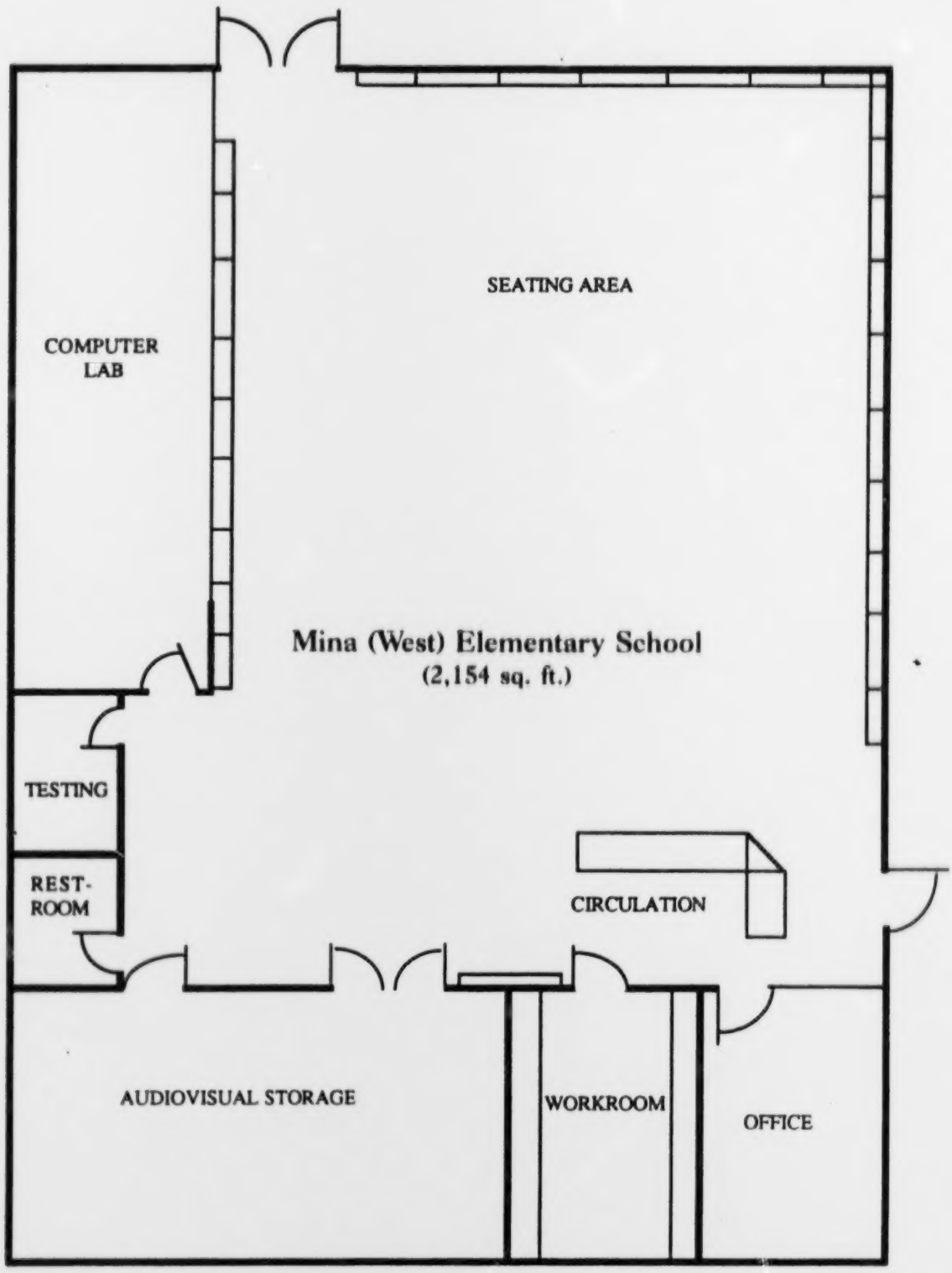
Henrietta
Elementary-High School
(4,700 sq. ft.)

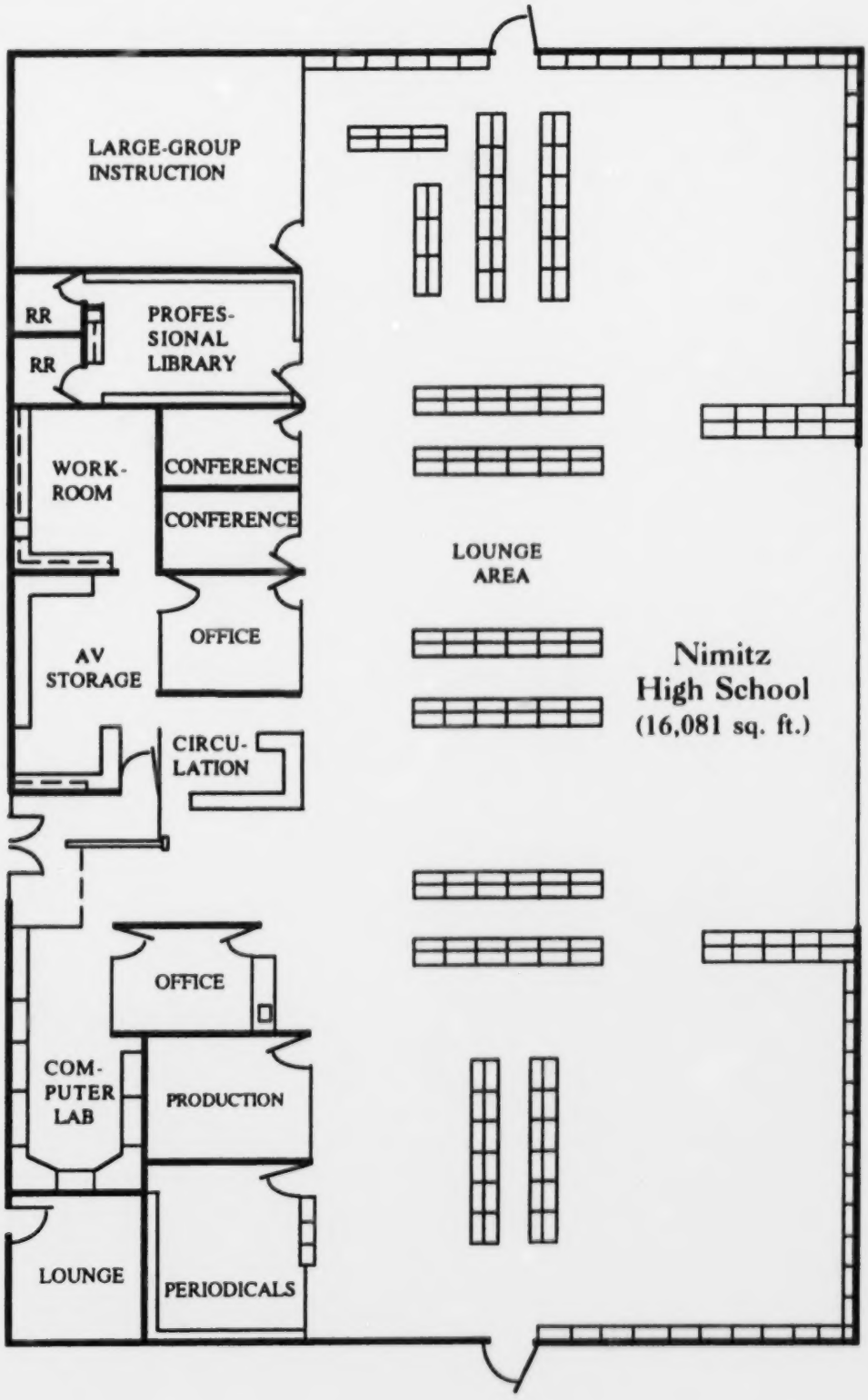
A.S. Johnson Elementary School
(3,978 sq. ft.)

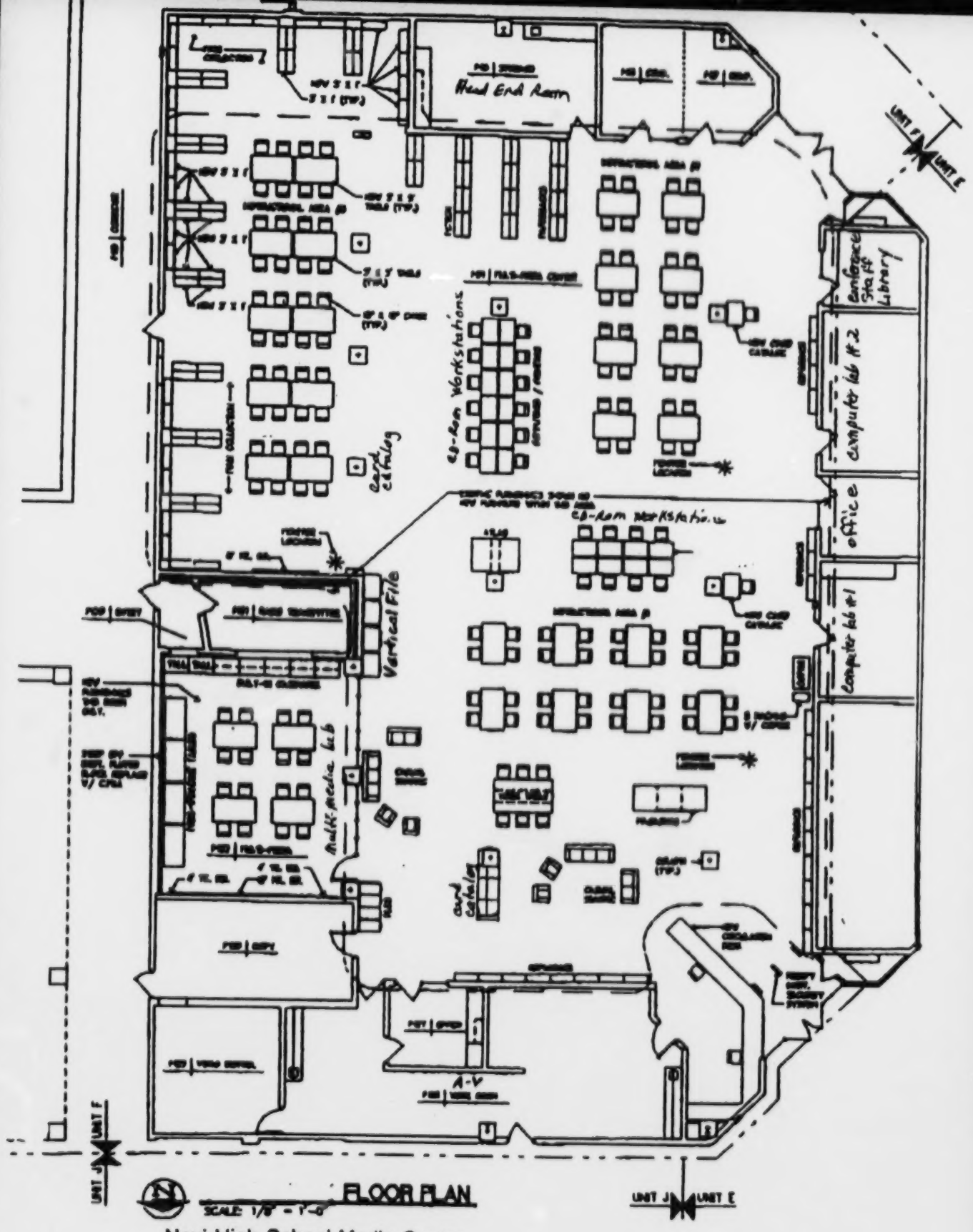




Kimball High School

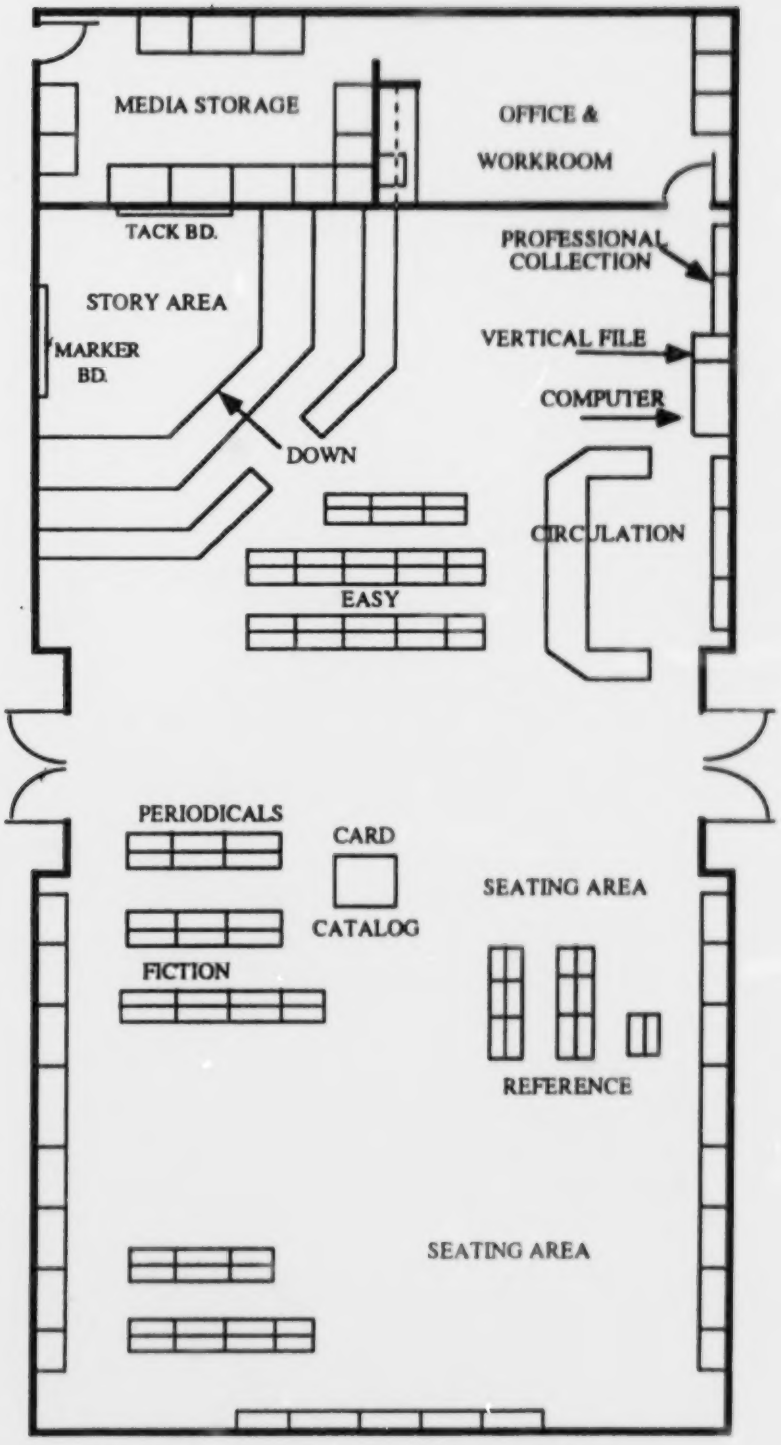

SEATING AREA
COMPUTER LAB
Mina (West) Elementary School
(2,154 sq. ft.)
TESTING
REST-ROOM
CIRCULATION
AUDIOVISUAL STORAGE
WORKROOM
OFFICE


LARGE-GROUP INSTRUCTION
RR
RR
PROFES-SIONAL LIBRARY
WORK-ROOM
CONFERENCE
CONFERENCE
LOUNGE AREA
AV STORAGE
OFFICE
Nimitz High School (16,081 sq. ft.)
CIRCU-LATION
OFFICE
COM-PUTER LAB
PRODUCTION
LOUNGE
PERIODICALS

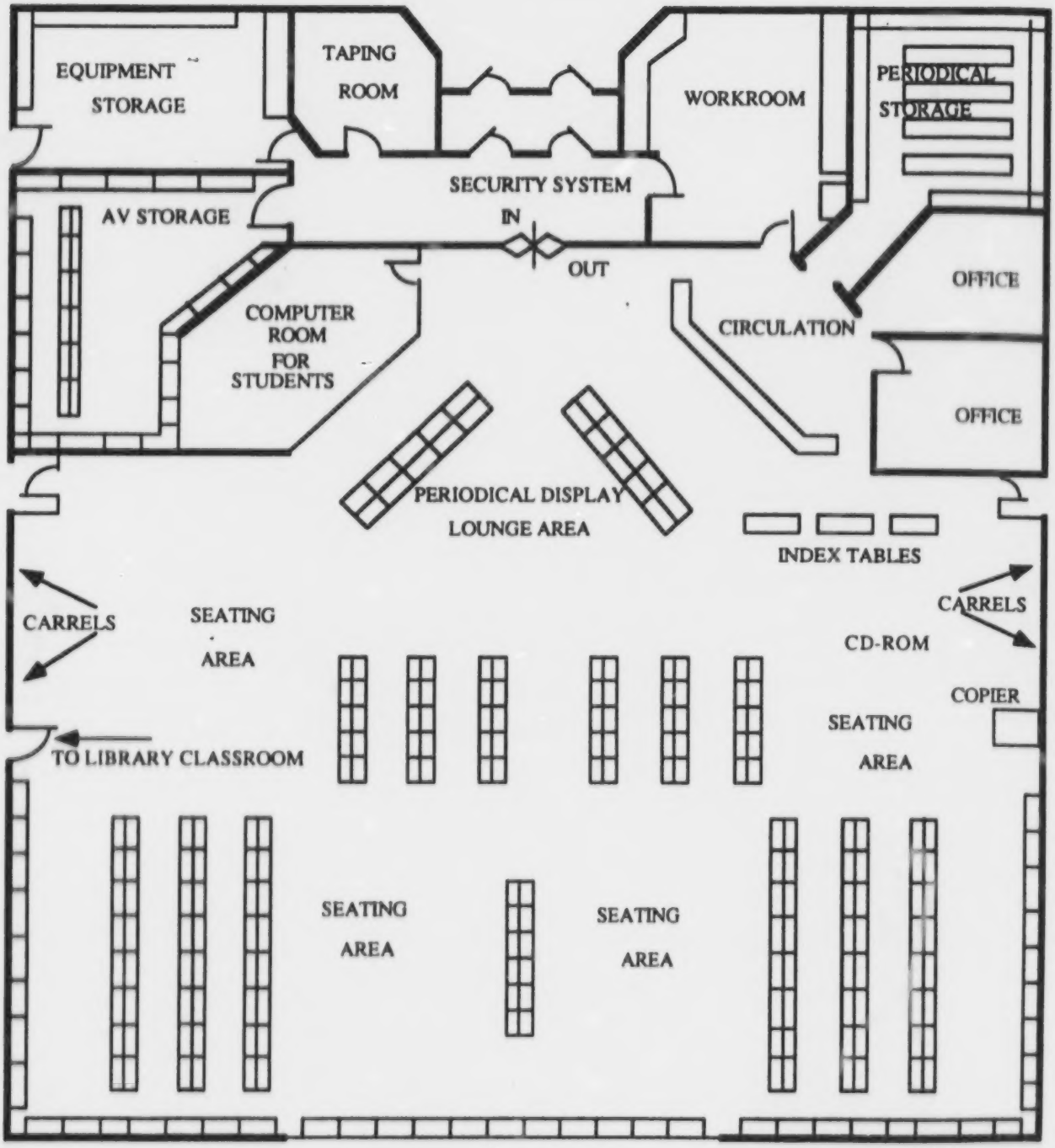


Novi High School Media Center

BEST COPY AVAILABLE

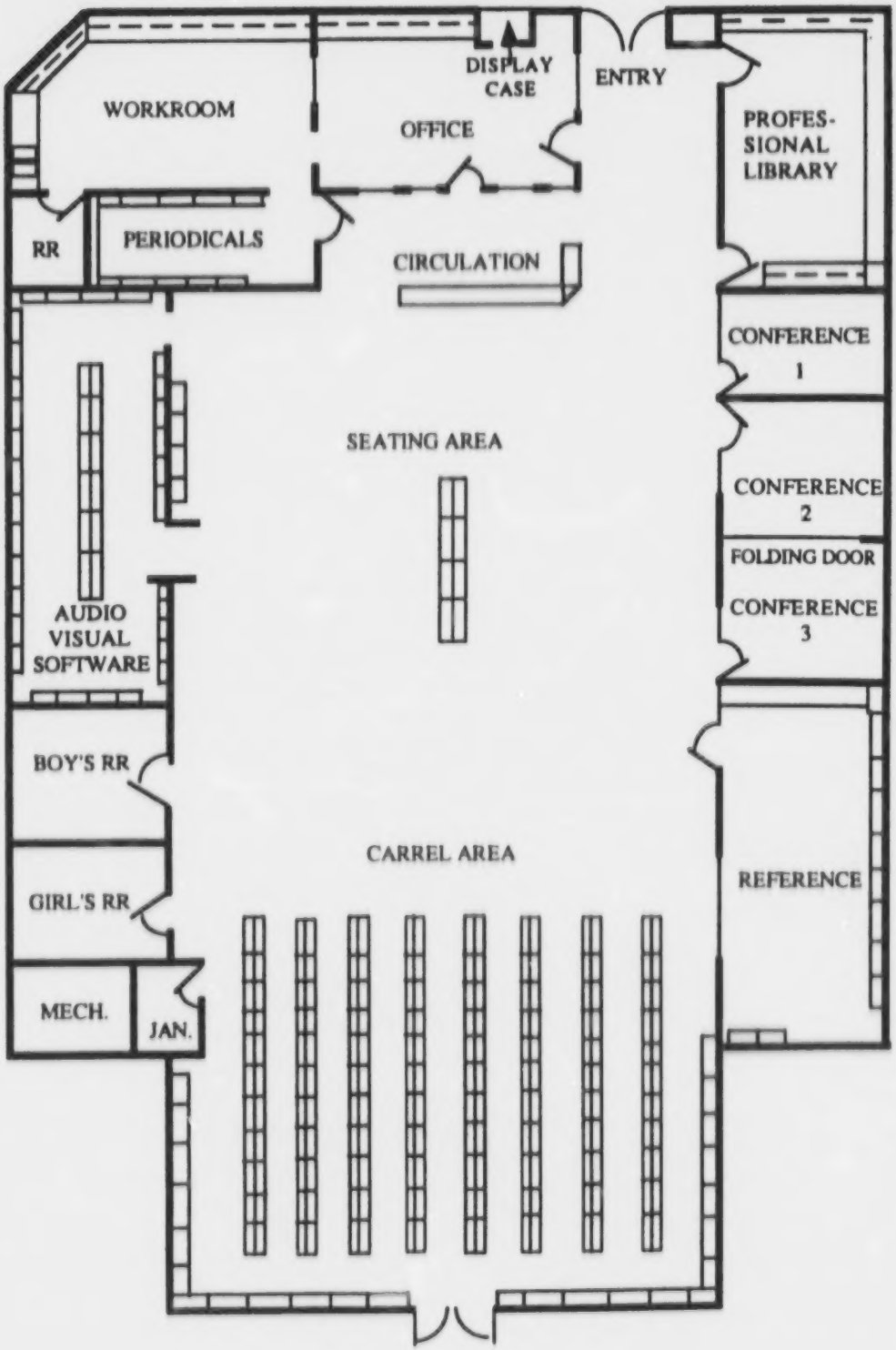


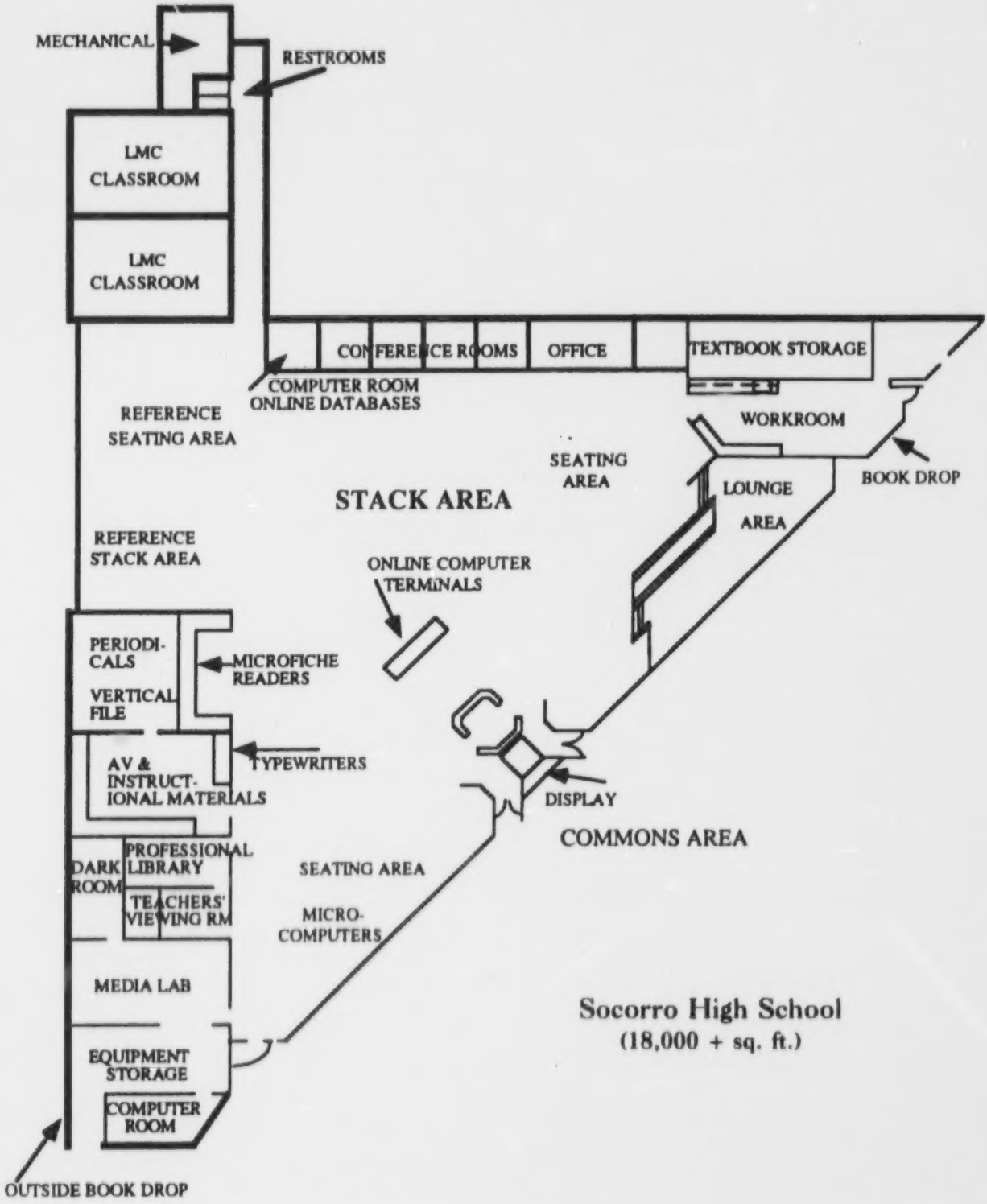
Old Town Elementary School
(3,567 sq. ft.)



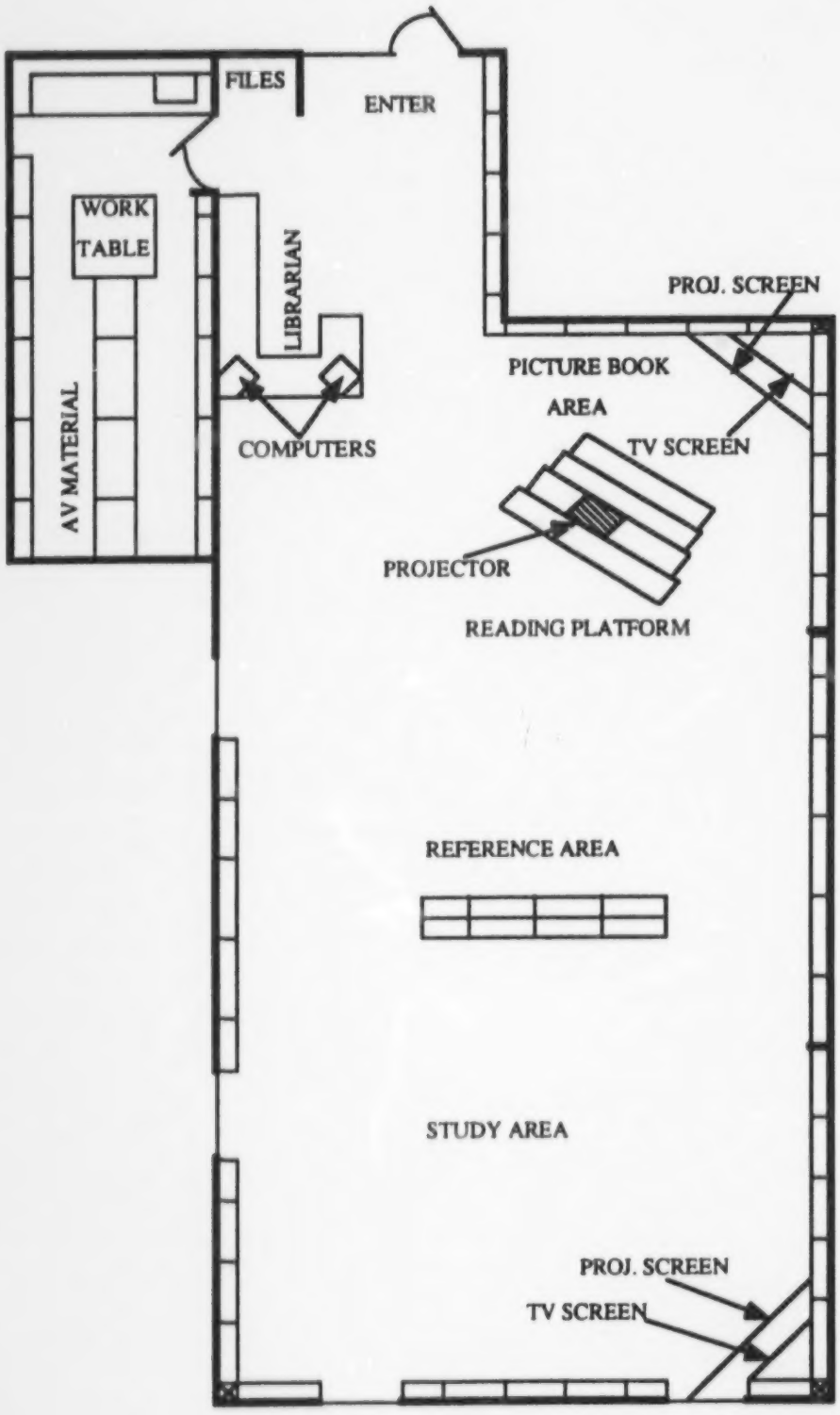
Round Rock High School
(12,275 sq. ft.)

Rowe Ninth Grade Center
(10,479 sq. ft.)



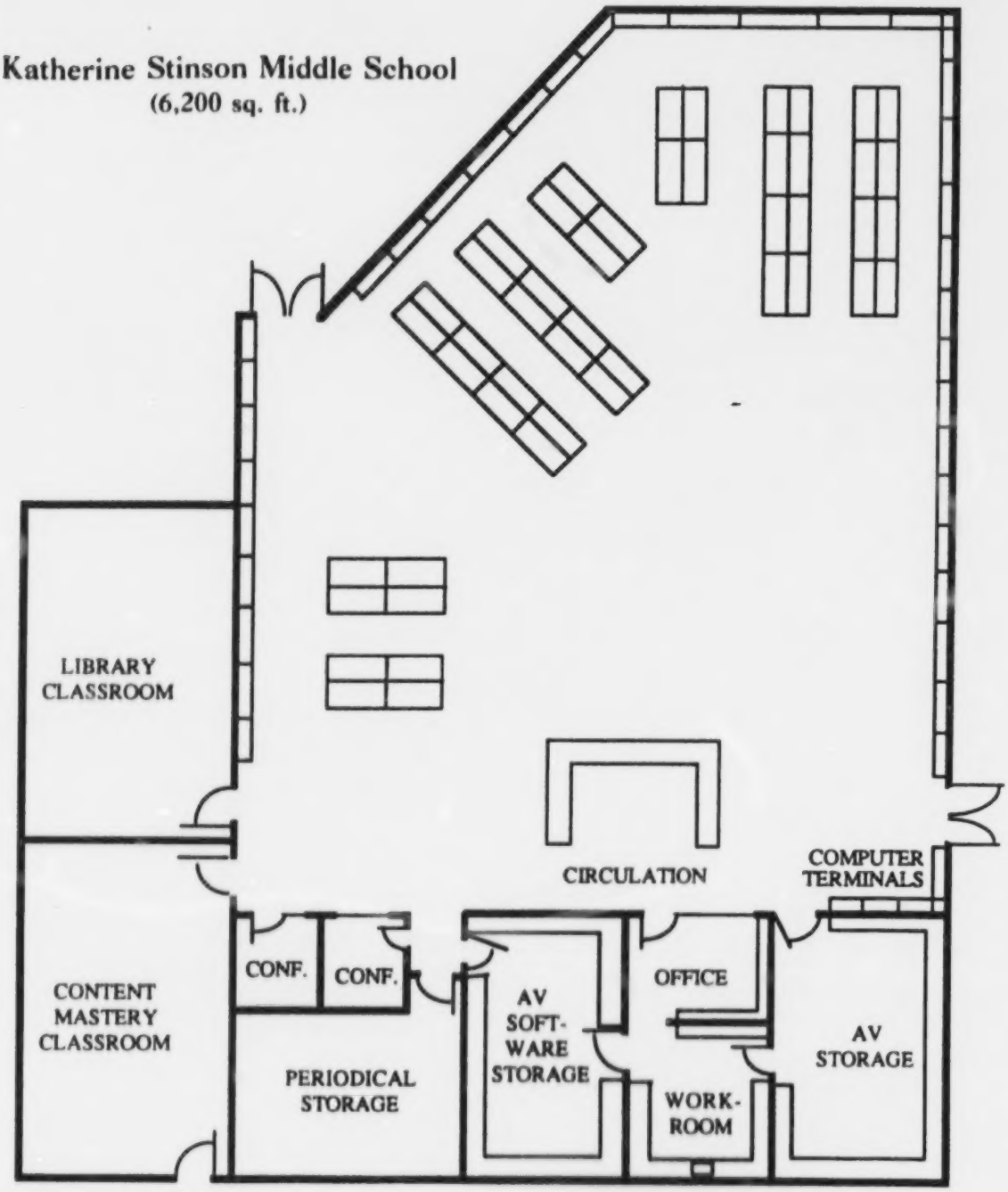


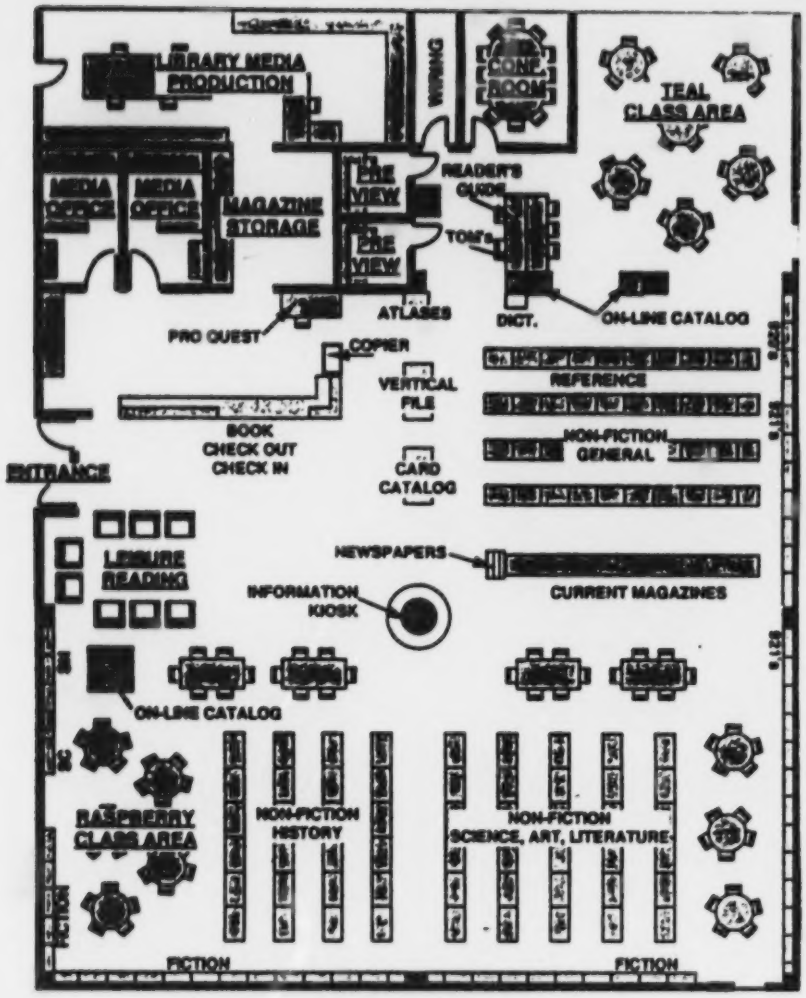
Socorro High School
(18,000 + sq. ft.)



South Lawn Elementary School
(1,890 sq. ft.)

Katherine Stinson Middle School
(6,200 sq. ft.)





WALLED LAKE CENTRAL • LIBRARY MEDIA CENTER •

WLC

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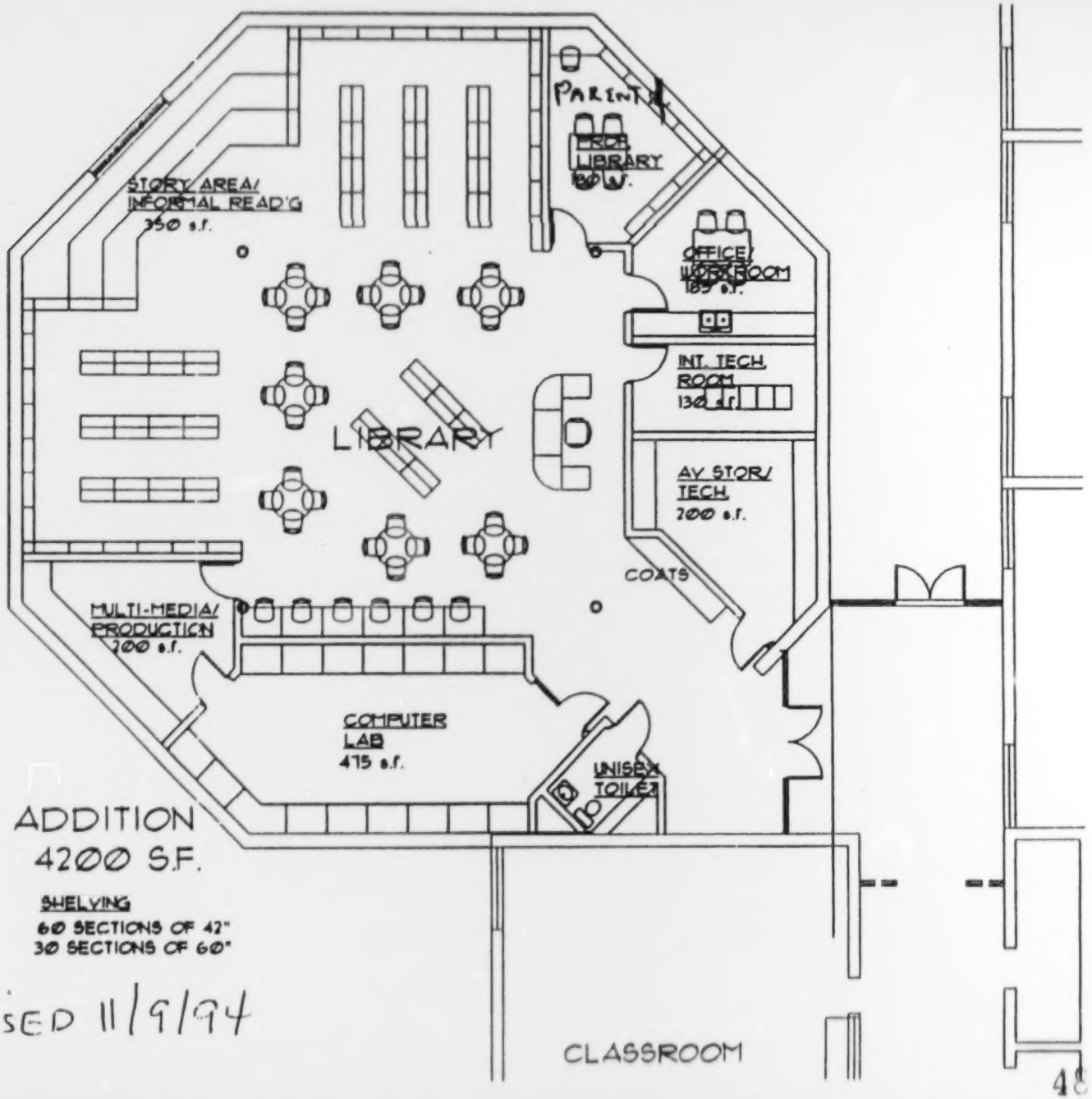
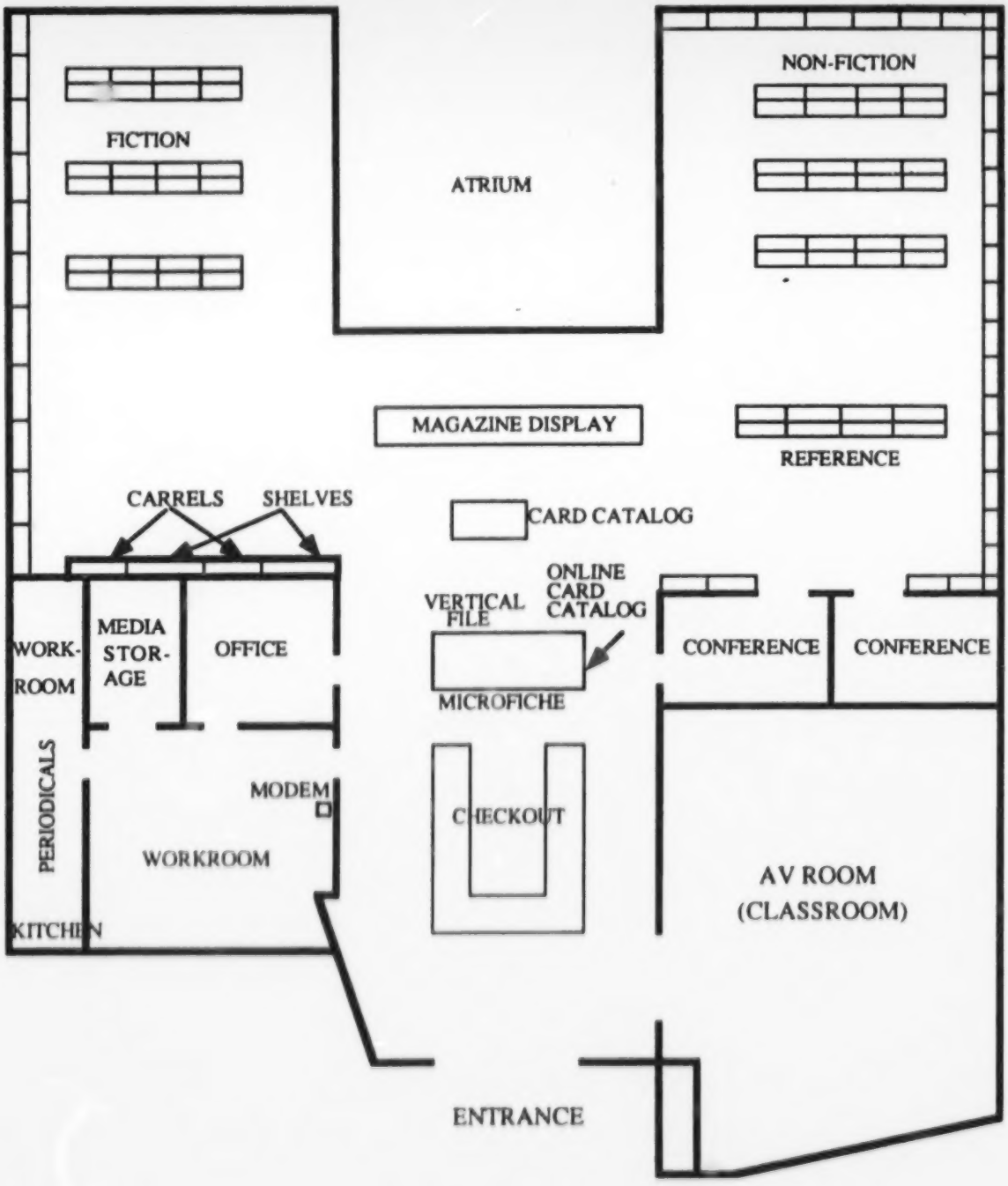
Waterford School District



LIBRARY ADDITION
4200 S.F.

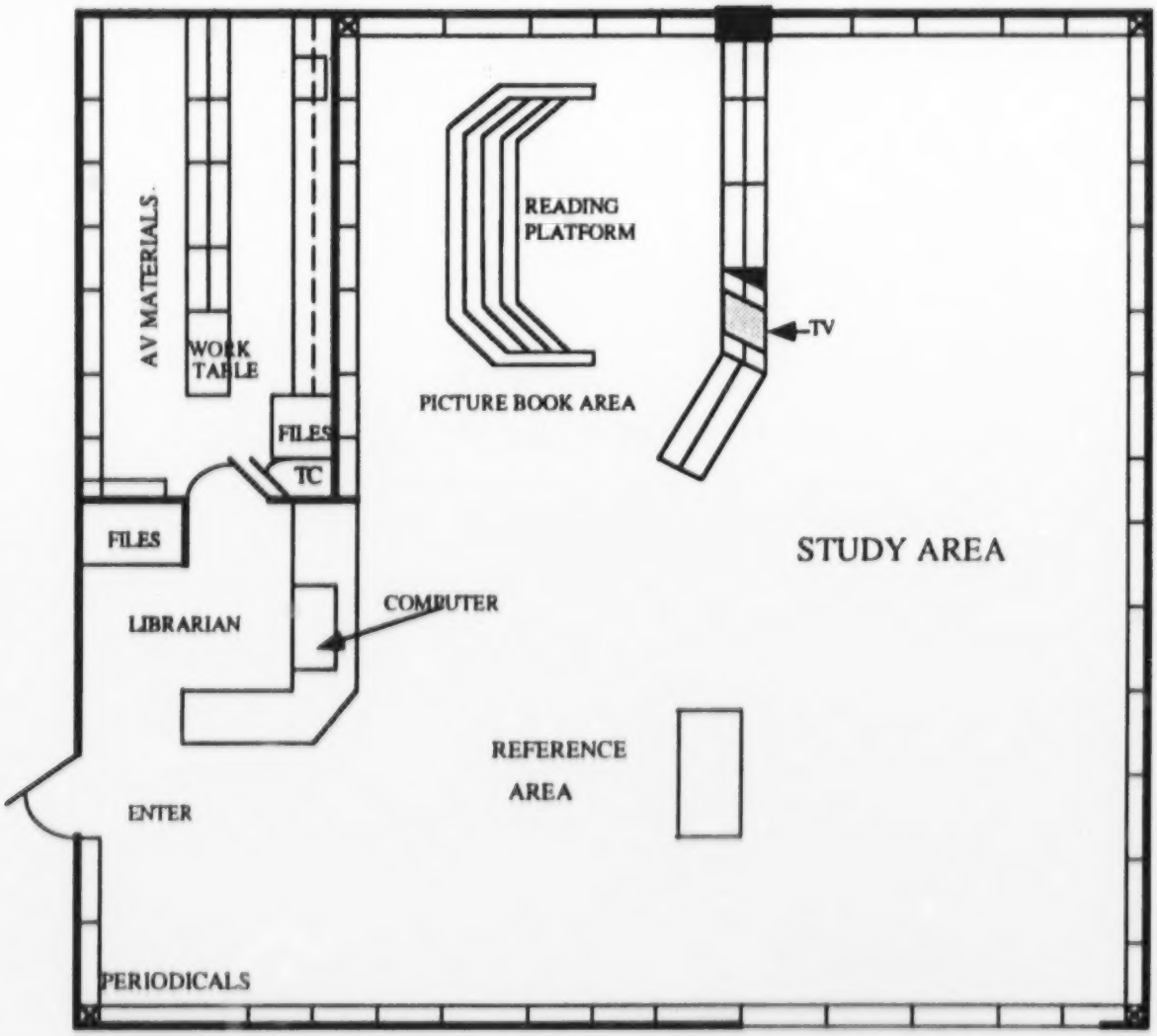
SHELVING
60 SECTIONS OF 42"
30 SECTIONS OF 60"

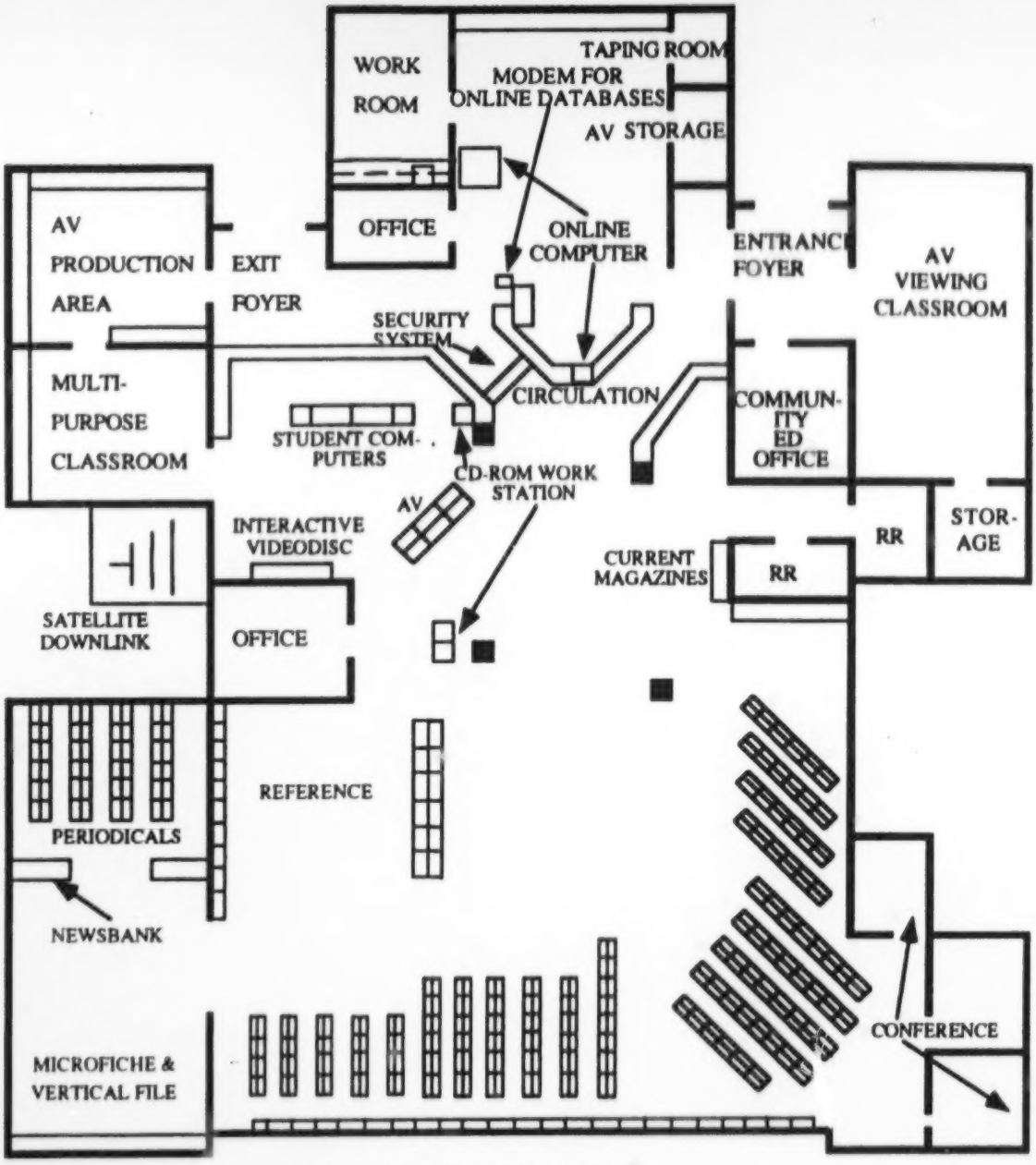
Revised 11/9/94



West Ridge Middle School
(6,935 sq. ft.)

Western Plateau Elementary School
(2,180 sq. ft.)





Westlake High School
(12,915 sq. ft.)

READING MATERIALS

The following books and papers include good information that you should know before you start planning for any media center renovation or design. There are many books and articles available and you should read as many as possible but here is a list to consider (all citations in **bold** are in the **Oakland Schools Library collections**).

The American Association of School Librarians and Association for Educational Communications and Technology. 1988.
Information Power: Guidelines for School Library Media Programs (P 027.8 A512 I43).

Arnold, Anita C; Britton-Simmons, Mary; Williams, Richard, Brewbaker; Jim; et al
Designing Classrooms with Students in Mind. English Journal, v82, n2, February, 1993, pp 81-83.

Brockett, Diane
Designing New Schools: A Community Affair. Education Digest, v58, n6, February, 1993, pp 24-27.

Brown, Robert A.
Students as Partners in Library Design. School Library Journal, v38, n2, February, 1992, pp 31-34.

Buchanan, George
By Design: It's All in the Details. School Library Journal, v36, n2, February, 1990, pp 25-27.

Carter, Kim
Images of Information in a 21st Century High School. School Library Journal, v40, n2, February, 1994, pp 25-29.

Casler, Kathleen
Library Sweet Library-Public Relations-A Handbook of Ideas. The Michigan Association for Media in Education, 1989.

Codell, Cindy Darling
Brick by Brick: Building a School Library from the Ground Up. School Library Journal, v41, n2, February, 1995, pp 20-23.

Curzon, Susan
Managing Change: A How-To-Do It Manual for Planning, Implementing, and Evaluating Change in Libraries. New York: Neal-Schuman Publishers, Inc., 1989.

Doll, Carol A.
School Library Media Centers: The Human Environment. School Library Media Quarterly, Summer, v20, 1992, pp 225-229.

Earthman, Glen I.
School Renovation Handbook: Investing in Education. Pennsylvania: Technomic ` Publishing AG. 1994 (P 371.6 E12).

Hagloch, Susan B.
Library Building projects: Tips for Survival. Englewood, CO: Libraries Unlimited, Inc., 1994.

Hofstetter, Janet.
Best Laid Plans and Pitfalls. The Book Report, v11, January-February, 1993, pp 12-19.

Klasing, Jane P.
Designing and Renovating School Library Media Centers. American Library Association. 1991 (Ref 027.8 K63).

Designing a Library Media Center for the Information Age.
NASSP Bulletin, v75, May, 1991, pp 37-42.

Knirk, Frederick G.
New Technology Considerations for Media Facilities: Video Technologies and Space Re quirements. School Library Media Quarterly, Summer, v20, 1992, pp 205-210.

Lamkin, Bernice
A Media Center for the 21st Century. School Library Journal, v33, n3, November, 1986, pp 25-29.

Lankford, Mary D.
Design for Change. School Library Journal, v40, n2, February, 1994, pp 20-24.

The Library Media Program Advisory Council, Lansing, MI. 1995.
Guidelines for Library Media Center Resources in Michigan Schools.

Robertson, Michelle M.
Ergonomic Considerations for the Human Environment: Color Treatment, Lighting, and Furniture Selection. School Library Media Quarterly, Summer, 1992, pp 211-215.

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